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ABSTRACT

This supplement is an annotated listing of 97 career development and related materials for use by educators in implementing Florida's "Blueprint for Career Preparation." Materials selected for inclusion in the guide were located through the Florida Educational Information Service (FEIS) by searches of computerized retrieval systems--especially the Educational Resources Information Center (ERIC) and Vocational Education Curriculum Materials databases--and a manual search for relevant sources that might not have been systematically catalogued but that are available from the states, professional and labor organizations, and commercial publishers. Materials were published between 1985 and 1991. Each listing includes the following information: format, audience, exceptionalities (where relevant), grade level, characteristics, "Blueprint" level, and competency areas. Availability information is provided for each item listed. Entries are indexed by "Blueprint" level, student competency, series, and exceptionality. The guide also contains matrices of Florida Bureau of Career Development Products to Meet Blueprint Competency Areas and career development competencies. (KC)

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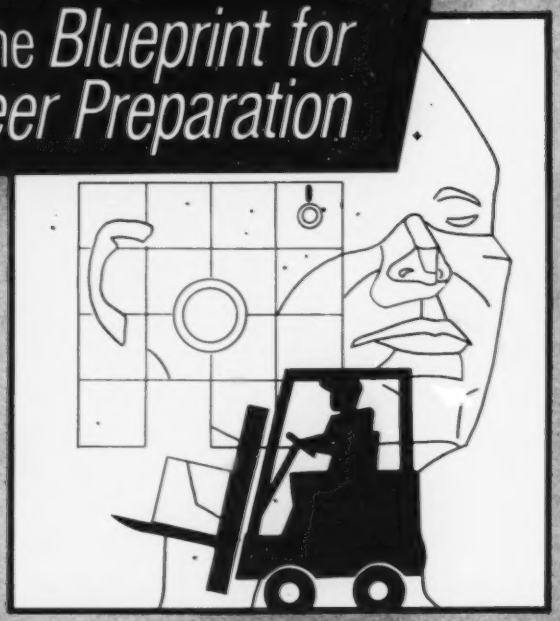
Resource Guide

for the *Blueprint for Career Preparation*



A Listing of Career Development Books, Software, Kits, and Materials

1991 SUPPLEMENT

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Resource Guide for the *Blueprint for Career Preparation*

A Listing of Career Development Books, Software, Kits, and Materials

1991 SUPPLEMENT

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

June 1991

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CONTENTS

Matrices vii

Bureau of Career Development Products to Meet Blueprint Competency Areas viii

Career-Development Competencies xiii

Introduction xv

Annotated Resources 1

Indexes 29

By Series 31

By Blueprint Level 33

By Student Competency 35

By Exceptionality 39

Matrices

Bureau of Career Development Products to Meet Blueprint Competency Areas

		BEST PRACTICES FOR CAREER DEVELOPMENT K–12	MICROCHOICES 9–Adult	CHOICES JR. 6–9	CHOICES CT Adult	FLORIDA VIEW 9–Adult	PREVIEW 6–9
CAREER PLANNING & EXPLORATION	Life Roles & Careers	•	•	•	•	•	•
	Planning & Decision Skills	•	•	•	•	•	•
EDUCATIONAL/VOCATIONAL DEVELOPMENT	Jobs & Needs of Society	•	•	•	•	•	•
	Career Information	•	•	•	•	•	•
	Achievement & Career Opportunities	•	•	•	•	•	•
SELF-KNOWLEDGE	Developmental Stages in Decision Making	•	•	•	•	•	•
	Interacting with Others	•	•	•	•	•	•
	Positive Self-Concept	•	•	•	•	•	•

	CAREER PLANNING & EXPLORATION		EDUCATIONAL/VOCATIONAL DEVELOPMENT			SELF-KNOWLEDGE		
	Life Roles & Careers	Planning & Decision Skills	Jobs & Needs of Society	Career Information	Achievement & Career Opportunities	Developmental Stages in Decision Making	Interacting with Others	Positive Self-Concept
PATHWAYS TO YOUR FUTURE		•		•	•			•
PARENTS MAKE THE DIFFERENCE: A SEMINAR FOR PARENTS								
JUNGLE SURVIVAL GUIDE II				•				
INSIGHTS: A SELF AND CAREER AWARENESS PROGRAM FOR THE ELEMENTARY GRADES	•	•	•	•	•	•	•	•
CAREER CRUISER	•	•		•				•
1991 GUIDE TO CAREER AND EDUCATION PLANNING		•		•				
EMPLOYABILITY SKILLS SERIES	•							
SELF-DIRECTED SEARCH (SDS) AND FORM E ASSESSMENT 6–Adult								
SDS COLLEGE MAJORS FINDERS 10–Adult		•						
SDS JOB FINDERS 6–Adult		•						
SDS OCCUPATION FINDERS 6–Adult		•						
SDS YOU AND YOUR CAREER 9–Adult	•	•	•	•	•		•	
TIPS 9–Adult			•	•		•	•	•
1991 GUIDE TO CAREER AND EDUCATION PLANNING								

Career-Development Competencies

BLUEPRINT LEVEL		ELEMENTARY: SELF- AND CAREER AWARENESS	MIDDLE SCHOOL—6TH GRADE: PERSONAL ASSESSMENT AND TECHNOLOGICAL LITERACY	MIDDLE SCHOOL—7TH–8TH GRADE: CAREER ORIENTATION AND EXPLORATION	HIGH SCHOOL: ACADEMIC AND SPECIALIZED SKILL DEVELOPMENT	POSTSECONDARY—ADULT: SKILL DEVELOPMENT AND CAREER ADVANCEMENT
SELF-KNOWLEDGE	Positive Self-Concept	Acquire knowledge of the importance of a positive self-concept to career development.	Develop and use a positive self-concept for career development.	Develop and use a positive self-concept for career development.	Demonstrate an understanding of the influence of a positive self-concept on career development.	Use skills to maintain a positive self-concept.
	Interacting with Others	Develop skills for interacting with each other.	Practice skills for interacting with others.	Practice skills for interacting with others.	Use interpersonal and social skills required for positive interaction with others.	Use skills to maintain appropriate and effective behaviors.
	Developmental Stages in Decision Making	Develop an awareness of the importance of emotional and physical development in career decision making.	Understand the importance of emotional and physical development required for proactive career decision making.	Develop and use skills for coping with physical and emotional conditions that can impact decisions.	Demonstrate an understanding of the interrelationship of emotional and physical development and career decision making.	Demonstrate understanding and effective coping with developmental changes and transitions.
EDUCATIONAL/VOCATIONAL DEVELOPMENT	Achievement & Career Opportunities	Develop an awareness of the importance of educational achievement to career opportunities. Develop an awareness of the relationship of work and learning. Develop an awareness of the interrelationship of personal responsibility, good work habits, and career opportunities.	Demonstrate knowledge of the relationship of educational achievement to career opportunities. Understand the value of personal responsibility, good work habits, and planning for career opportunities.	Relate educational achievement to career opportunity. Understand the attitudes necessary for success in work and learning.	Demonstrate an understanding of the interrelationship between educational achievement and career planning, training, and placement. Use positive attitudes toward work and learning.	Use skills to enter, participate, and advance in appropriate education and training. Use skills to participate in satisfying work and lifelong learning.
	Career Information	Acquire skills for understanding and using career information.	Demonstrate technical literacy. Identify career opportunities in the fields of technology.	Locate, understand, and use career information. Identify types and levels of work performed across a broad range of occupations.	Use skills for locating, evaluating, and interpreting information about career opportunities. Use skills for preparing for, locating, obtaining, maintaining, and advancing in a job.	Use skills to locate, evaluate, and interpret changing career information. Use skills to be responsible for technological development and its impact on humanity and the environment.
	Jobs & Needs of Society	Acquire an awareness of how careers relate to the needs and functions of society.	Comprehend significant technology in the world of work.	Relate careers to the needs and functions of the economy and society.	Demonstrate an understanding of how societal needs and functions influence the nature and structure of work.	Use skills to proactively respond to the changing nature and structure of work as it is influenced by the needs and functions of society.
CAREER PLANNING & EXPLORATION	Planning & Decision Skills	Develop an understanding of how to make decisions and choose alternatives related to tentative educational and career goals.	Demonstrate knowledge of the skills necessary to obtain and maintain a job.	Understand the skills needed in making decisions and choosing alternatives in planning for and pursuing tentative educational and career goals. Understand the process of career exploration and planning. Assess personal attitudes, interests, and abilities relative to career clusters.	Use skills in making decisions and choosing alternatives in planning for and pursuing educational and career goals. Use skills in career exploration and planning.	Use skills to individually and jointly make decisions. Use skills to make successful career transitions.
	Life Roles & Careers	Develop an awareness of the interrelationship of life roles, life-styles, and careers. Develop an awareness of different occupations and changing male/female roles.	Demonstrate a knowledge of the interrelationships of life roles, life-styles, and careers.	Understand how sex-role stereotyping, bias, and discrimination limit career choices, opportunity, and achievement.	Demonstrate an understanding of the interrelationship of life goals and careers. Demonstrate an understanding of the continuous changes in male/female roles and how they relate to career decisions.	Use skills to effect positive impact of work on individual and family life. Use skills to cope with changing roles and to control bias, stereotyping, and discrimination.

Note: Competencies that are shaded represent those addressed by the Employability Skills Series student guides. A complete list of career-development competencies and indicators can be found in the *Career Development Program Guide*, 1989, Florida Department of Education, or in *The National Career Guidance and Counseling Guidelines*, 1988, National Occupational Information Coordinating Committee (NOICC).

☐ Shaded areas indicate the career-development competencies that are reinforced in the Employability Skills Series.

INTRODUCTION

The *Blueprint for Career Preparation* is a vision for schools. By integrating work and school, the *Blueprint* shows how to bring more of the principles and demands of the work force into the classroom than ever before and how to bring the classroom to the workplace. The *Blueprint* also shows the way to greater cooperation and teamwork within the school through infusion, team teaching, and team planning.

The *1991 Supplement to the Resource Guide for the Blueprint for Career Preparation* is a selected, annotated bibliographic listing of career-development materials. It is one of the tools for achieving Education Commissioner Betty Castor's goal of preparing all high school students to enter the work force and to continue their postsecondary training.

This *Resource Guide* is designed for teachers, counselors, occupational specialists, administrators, supervisors, teacher educators, and trainers. Much of the material selected is for direct use with students in the teaching of career-development and employability-skills competencies. The career-development competencies recommended by the Bureau of Career Development in the Department of Education are listed in detail in the *Career Development Program Guide*.

Bureau of Career Development products meet the recommended career-development competencies. The matrix entitled "Bureau of Career Development Products . . ." (pp.viii–x) can assist program planners in determining which materials will help them teach particular competencies. For each entry in this *Resource Guide*'s annotated bibliography, the student competencies addressed by the materials and their *Blueprint* levels have been identified. The *Blueprint* levels, as shown on the matrix and for the bibliographic entries, refer to the grade-level designation in the *Blueprint for Career Preparation*. (These levels are targeted goals, not mandated time lines.)

Materials selected for inclusion in this guide were located through Florida Educational Information Service (FEIS). FEIS conducted (1) searches of computerized retrieval systems (specifically the ERIC—Educational Resources Information Center—data base on DIALOG and the VECM—Vocational Education Curriculum Materials—data base on BRS) and (2) a manual search for relevant sources that might not have been systematically catalogued but that are available from fifty states and from professional and labor organizations as well as commercial publishers. Generally, the cutoff publication date for material was 1985.

The information provided for materials reviewed includes format, audience, exceptionalities, grade level, characteristics (internal components), *Blueprint* level, and *Blueprint* competency area. The *Blueprint* level and competency areas are shown on the matrix entitled "Career-Development Competencies" (p. xiii). All records contain a content statement generally taken from chapter titles. Products produced in Florida are marked by a □.

Availability information has been provided for each item listed. Microfiche copies of ERIC documents are available through FEIS, 2003 Apalachee Parkway, Tallahassee, FL 32301. To order these microfiche copies, use the order number found in the "Availability" field of the bibliographic entries. Microfiche documents may be ordered at a cost of $.60 per sheet. Each sheet contains up to ninety-six pages of printed copy.

The entries in this guide are indexed by *Blueprint* level, student competency, series, and exceptionality. The format codes given for publication titles are as follows: print–P, software–S, video–V, and kit–K. For ease of use, the full records/citations are listed in alphabetical order by title.

The Bureau of Career Development, Florida Department of Education, plans to update this guide annually. The Bureau welcomes suggestions for new materials to be included in the updates. For more information, please contact:

Bureau of Career Development
Florida Department of Education
Florida Education Center
Tallahassee, FL 32399
(904) 488-0400, SUNCOM 278-0400
800-342-9271

Annotated Resources

Key

☐ Materials produced in Florida

SERIES: **Adkins Life Skills Program: Career Development Series**

TITLE: ***Exploring Who I Am and Where I Want to Go***

Exploring the World of Work

Making Good Career Decisions

Finding Job Information and Contacting Employers

Using Employment Agencies and Personal Contacts

Planning and Managing Time Effectively

Developing a Career Plan

Presenting Myself on Paper: Application Forms and Resumes

Developing Effective Interviewing Skills

Keeping a Job: Strategies that Help

DATE: 2nd ed., 1985

AVAILABILITY: Institute for Life Coping Skills
Columbia University
Teacher's College
525 W 120th Street, Box 138
New York, NY 10027
(212) 678-3181

CHARACTERISTICS: Competency-Based; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Performance Checklist

CONTENT: A group-discussion-based employability-skills series. Each unit consists of the following: a videotape-based stimulus exercise that frames an employability problem and provides a focus for discussion; an evocation stage in which the group discusses and analyzes its experiences with the problem; an objective inquiry stage in which the learners acquire new knowledge and skills; and an application stage in which the learners demonstrate behaviors for solving the problem. Objectives for each unit are as follows: Unit One, to examine life stages and to identify specific abilities, interests, values, personal characteristics, and experiences that have important implications for choosing a job and/or career; Unit Two, to explore sources of occupational information and to learn how to evaluate that information in terms of making realistic vocational choices; Unit Three, to understand the career decision-making process and select the best career choice according to interests, abilities, practicality and achievability; Unit Four, to explore a variety of sources of information for jobs and training programs and to take the initial steps that lead to interviews; Unit Five, to provide awareness of the personal and professional contacts for job and training information and to teach learners how to use them effectively; Unit Six, to teach planning skills, to select realistic goals, and to define the criteria for their successful completion; Unit Seven, to select career goals and identify, plan for, and schedule steps that must be taken to achieve those goals; Unit Eight, to learn to complete an effective employment application form, a typed resume, and a cover letter; Unit Nine, to demonstrate effective verbal and nonverbal communication skills for interviewing; Unit Ten, to recognize specific problems that could lead to losing or leaving a job, to use a problem-solving approach to deal with these problems effectively, and to identify good work habits that can help minimize typical on-the-job problems.

FORMAT/COST: Videotapes (10), 4–42 min. each, 1/2 in. VHS; Audiocassettes (41); Study Guides/Workbooks (10), 24–116 pp. each; Teacher Guides (10), 30–56 pp. each; $7698

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: Price listed here includes three free teacher/facilitator training sessions. Materials not sold without training. Units, both individually and in subcomponent sets, may be purchased separately. The kits contain a wide variety of handout materials (i. e., resource articles, job wheels, charts, self-assessment instruments) that are too numerous to be listed here individually. For complete information on these materials, contact the above-referenced source of availability.

SERIES: **Applied Communication**

TITLE: ***Module 1: Communicating in the Workplace***

Module 2: Gathering and Using Information in the Workplace

Module 3: Using Problem-Solving Strategies

Module 4: Starting a New Job

Module 5: Communicating with Co-Workers

Module 6: Participating in Groups

Module 7: Following and Giving Directions

Module 8: Communicating with Supervisors

Module 9: Presenting Your Point of View

Module 10: Communicating with Clients and Customers

Module 11: Making and Responding to Requests

Module 12: Communicating to Solve Interpersonal Conflicts

Module 13: Evaluating Performance

Module 14: Upgrading, Retraining, and Changing Jobs

Module 15: Improving the Quality of Communication

DATE: 1988

DEVELOPER: Agency for Instructional Technology

AVAILABILITY: In Florida:
Betty Jones, State Blueprint Coordinator
Orange County Public Schools
445 W Amelia Street
Orlando, FL 32801
(407) 849-3200

For duplication of videotapes in Florida, contact:
Instructional Television (ITV)
B-10 Collins Building
Tallahassee, FL 32399
(904) 488-7101

CHARACTERISTICS: Competency-Based; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Performance Checklist

CONTENT: Designed to help all students develop and refine their career-related communication skills. Student materials contain a total of 150 lessons. The modules may be used singly, in any order, or as the basis for a year-long course. Each instructional module includes a series of ten 40- to 50-minute lessons incorporating a variety of learning activities and experiences. Lessons one through seven of each module provide instruction and practice in communication skills as they are generally used in the workplace. Lessons eight through ten feature activities designed to develop and refine communication skills in five major occupational areas: agriculture, business/marketing, health occupations, home economics, and technical/trade/industrial. Each instructor's guide includes lesson plans, a chart of student competencies covered in the module, and an annotated resource list of related materials. Two video programs accompany each module: video A introduces the module, video B reviews its content. The videos are shot on location in a variety of work settings.

FORMAT/COST: Study Guides/Workbooks, 68–156 pp. each, $39 a set, $2.60 per individual book; Teacher Guides, 80–148 pp. each, $75 a set, $5 per individual book; Videotapes (31), 7–15 min. each, 1/2 in. VHS or Beta (I and II), $438.75 a set, $29.25 per individual tape.

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others, Career Information

NOTE: Prices listed above are for consortium members. Nonmembers should contact the Agency for Instructional Technology for complete price information. Florida is a consortium member state. Duplication of videotapes is done through ITV for the cost of blank tapes only. For complete information on videotape duplication, contact ITV.

TITLE: ***Applied Mathematics***

DATE: 1989

DEVELOPER: Center for Occupational Research and Development

AVAILABILITY: In Florida:
Betty Jones, State Blueprint Coordinator
Orange County Public Schools
445 W. Amelia Street
Orlando, FL 32801
(407) 849-3200

For duplication of videotapes in Florida, contact:
Instructional Television (ITV)
B-10 Collins Building
Tallahassee, FL 32399
(904) 488-7101

CHARACTERISTICS: Competency-Based, Glossary, Illustration/Graphics, Objectives, Practice/Hands-on Activities, References

CONTENT: Consists of 25 total units. Units A, B, and C are optional review units and deal with using a calculator and naming numbers in different ways. Units One through Twenty-two comprise the main body of the materials. Unit topics are: learning problem-solving techniques; estimating answers; measuring in English and metric units; using graphs, charts, and tables; dealing with data; working with lines and angles; working with shapes in two dimensions; working with shapes in three dimensions; using ratios and proportions; working with scale drawings; using signed numbers and vectors; using scientific notation; precision, accuracy, and tolerance; solving problems with powers and roots; using formulas to solve problems; solving problems that involve linear equations; solving problems that involve nonlinear equations; working with statistics; working with probabilities; using right-triangle relationships; and using trigonometric functions. Video programs introduce the units and set the stage for the relevance of mathematics in the world of work. Hands-on mathematics laboratory activities are included. These materials may be presented as a stand-alone course or a subsection of the 25 units may be selected and used in support of vocational studies in health occupations, automotive technology, home economics, or agriculture. An implementation notebook and videotape offer tips, plans, and materials for putting the program in place.

FORMAT/COST: Study Guides/Workbooks (25), 38–62 pp., $31.25 a set (not sold individually); Teacher Guides (25), 80–126 pp., $237.50 a set (not sold individually); Videotapes (6 60-minute tapes), 1/2 in. or 3/4 in. VHS, $250 a set for 1/2 in., $600 a set for 3/4 in.; Implementation Notebook, 400 pp., $30; Implementation Videotape, 1/2 in. VHS, 15 min., $25; Implementation Notebook and Videotape may be purchased together for $45.

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities, Career Information

NOTE: Prices listed above are for consortium members. Nonmembers should contact the Center for Occupational Research and Development for further information. Florida is a consortium member state. Duplication of videotaped materials is done through ITV for the cost of blank tapes only.

SERIES: **Attributes for Successful Employability: An Interactive Videodisc Instructional Series**

TITLE: ***Module 1—Dependability: "You Can Depend on Me"***

Module 2—Quality and Quantity: "Do It Right"

Module 3—Positive Attitude: "As I Choose a Better Way"

Module 4—Teamwork: "Working Well with Others"

DATE: 1990

DEVELOPER: Bloomsburg University

AVAILABILITY: Agency for Instructional Technology
Box A
Bloomington, IN 47402-0120
(800) 457-4509

CHARACTERISTICS: Illustration/Graphics, Objectives, Practice/Hands-on Activities, Practice Test

CONTENT: Each of the four modules, which can be used separately or together as a comprehensive course, includes five scenes filmed in a variety of work environments. Each work scene includes a computerized dictionary of terms essential to understanding the attributes

demonstrated in the scene. After reviewing the work scene and dictionary terms, students may take an on-screen test which features immediate feedback through a computerized test review. The instructor's manual provides support materials, including summaries of each work scene and module, a complete print version of the on-screen dictionary, tests and test reviews, suggested follow-up activities, and discussion questions. In addition, the manual provides information on setting up and operating the videodiscs and computer software. Topics addressed in the first module include: attendance and punctuality, flexibility, and the ability to work under pressure. Topics addressed in the second module include: the importance of setting realistic work limitations, maintaining professional ethics, and the effects of sexism in the workplace. Module 3 deals with the following topics: the importance of maintaining a pleasant personality and dealing with stress, depression, and lack of initiative. Module 4 addresses these ideas: grooming and appearance, trust, confidentiality, teamwork, the ability to accept constructive criticism, and the importance of admitting mistakes

FORMAT/COST: Level III interactive videodiscs, 4 discs, 60 min. each, $1400 a set, $395 for individual discs; Teacher Guide, 103 pp., $12.50

SYS REQ: Macintosh Family, Pioneer 4200 or 6000 Series videodisc player or Sony 1000, 1000A, 1200, 1500, 2000 videodisc player, color video monitor; IBM InfoWindow System (EGA graphics, 3 1/2 in. floppy disk drive), InfoWindow-compatible videodisc player

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9-12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information, Planning and Decision Skills

TITLE: ***Better Jobs: Using the OOH***

DATE: 1989

AVAILABILITY: Meridian Education Corporation
236 E Front Street
Bloomington, IL 61701
(309) 827-5455

CHARACTERISTICS: Self-Contained; Illustration/Graphics

CONTENT: This instructional program encourages students to explore the Occupational Outlook Handbook (OOH) for information on possible occupations before graduating from high school. Emphasizes that the OOH can be used to learn of skills needed for an occupation, working conditions, and the types of jobs available

FORMAT/COST: Videotape, 30 min., 1/2 in. VHS, $95

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Middle School (6-8); Secondary Education (9-12)

BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Better Reading for Better Jobs***

DATE: Rev. ed., 1989

AUTHOR: Bland, Jana J.

PUBLISHER: J. Weston Walch

AVAILABILITY: Southern Media Systems
P. O. Box 1107
Ocala, FL 32678
(800) 699-2845

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities; Practice Test; Student Progress Charts

CONTENT: Designed to acquaint students with reading skills necessary for some of the more popular jobs in the present labor market that require little or no college training. Jobs covered include: Receptionist, Manager, Travel Agent, Bar Manager, Pest Controller, State Police Officer, Dental Assistant, Emergency Medical Technician, Plumber, Printer, Long-Distance Truck Driver, and Airline Agent

FORMAT/COST: Study Guide/Workbook, 360 pp., $17.95; Teacher Guide, 421 pp., $24.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9-12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Career Anchors: Discovering Your Real Values***

DATE: Rev. ed., 1990

AUTHOR: Schein, Edgar H.

AVAILABILITY: University Associates
8517 Production Avenue
San Diego, CA 92121
(619) 578-5900

CHARACTERISTICS: Practice/Hands-on Activities; Practice Test; References

CONTENT: Contains Career Orientations Inventory; Career Development; Development of a Career Anchor; and Career Anchor Interview. Trainer's manual gives instructions for Career Anchors Workshop Design I (4 or more hours), and Career Anchors Workshop Design II (2 hours)

FORMAT/COST: Manual, 67 pp., $19.95; Teacher Guide, 19 pp., Free

AUDIENCE: Teachers/Trainers

GRADE LEVEL: Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Professional Career Education Materials

☐ TITLE: ***Career Cruiser***

DATE: 1991

AVAILABILITY: Bureau of Career Development
Florida Department of Education
Division of Vocational, Adult, and Community Education
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Parents' Materials; Illustration/Graphics; Practice/Hands-on Activities

CONTENT: An information tabloid for middle-school students. Contains career information, self-assessment activities, educational information, articles of interest, occupational biographies, and other information.

FORMAT/COST: Journal, 3 issues/year, free

AUDIENCE: Students; Parents

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Career Information; Planning and Decision Skills; Life Roles and Careers

SERIES: **Career Dimensions**

TITLE: ***Personal Planning Guide***

Manager's Guide

Trainer's Guide

DATE: Rev. ed., 1986

AUTHOR: Storey, Walter D.

AVAILABILITY: University Associates, Inc.
8517 Production Avenue
San Diego, CA 92121
(619) 578-5900

CHARACTERISTICS: Illustration/Graphics; Objectives; References; Performance Checklist

CONTENT: The Personal Planning Guide contains step-by-step directions for systematic, self-directed career planning. It presents a series of work sheets and activities for exploring one's career history, values, needs, preferences, and assumptions; assessing skills and options; obtaining information and feedback; making realistic choices and setting goals; establishing learning needs and objectives; identifying action steps; career tracking; and contingency planning. The Manager's Guide includes interpersonal skills and techniques; rules for aiding employees in their career planning and development; areas for self-exploration; interview and discussion techniques; tips on dealing with typical employee issues, imparting negative information, and answering difficult questions; guidelines for counseling employees, conducting career discussions, and helping employees to plan the "next step." The final volume in the series, the Trainer's Guide, is written for trainers and other Human Resource Development (HRD) professionals. It gives instructions on how to design career-planning workshops. It discusses the importance of career planning to HRD, the organization, and managers; evaluates various approaches to career planning; and tells how to generate interest in career planning. It contains sections on: sample workshop design, planning the workshop, components and stages of career-planning workshops, sample activities and structured experiences, designing workshops of various length, and tracking results.

FORMAT/COST: Guides, 67–86 pp., $14.95 each

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Professional Career Education Materials

COMPETENCY AREA: Positive Self-Concept; Planning and Decision Skills; Life Roles and Careers

NOTE: Originally published in four volumes, this revised edition is available as a three-volume set.

TITLE: ***Career Mini-Lessons for the Classroom***

DATE: 1987

AVAILABILITY: Vocational Biographies
P. O. Box 31
Sauk Centre, MN 56378
(800) 255-0752

CHARACTERISTICS: Objectives

CONTENT: Contains 24 mini-lessons designed to teach career skills. The lessons provide an academic objective and a career objective for each activity. Lesson ideas can be used for Career and Career Planning, English, Social Studies, Business, and Home Economics subject classes with an emphasis on career awareness.

FORMAT/COST: Teacher Guide, 24 pp., free

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

SERIES: **Career Planning Guidebook**

TITLE: ***Book One: Taking Charge of Your Career Direction***

Book Two: Job Search

DATE: 1988

AUTHOR: Lock, Robert D.

AVAILABILITY: Brooks/Cole Publishing Company
A Division of Wadsworth, Inc.
511 Forest Lodge Road
Pacific Grove, CA 93950-5098
(408) 373-0728

CHARACTERISTICS: Illustration/Graphics; Index; Practice/Hands-on Activities; References

CONTENT: Book One: Taking Charge of Your Career Direction, introduces the user to the career decision-making process, leads the user to discovering occupational alternatives, provides self-analysis inventories, and outlines specific skills needed to make good choices and set realistic goals. Book Two: Job Search, provides information for finding and keeping employment; offers job-search strategies, sources of job leads, and information about corporate culture; and provides specific information about preparing resumes, interviewing for jobs, and evaluating job offers.

FORMAT/COST: Study Guide/Workbooks, 256–395 pp. each, $13–19 each

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Career Quest***

DATE: 1988

PUBLISHER: Cambridge Research Group

AVAILABILITY: Cambridge Career Products
P. O. Box 2153
Charleston, WV 25328-2153
(800) 468-4227

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Consists of five sections. The first four are presented in a game format. Students answer questions about occupational characteristics to accumulate game points. Occupations are randomly selected from a database of over 300

entries so that each game is different. Database information is based on the Worker Trait Group Classification System. The first section, Name Game, tests the user's ability to determine an occupation by its title. The second, Activity Examiner, asks the user to identify which activities are related to a specific occupation. Similarly, the third section, Temperament Tester, asks the user to identify which temperaments match specific jobs. The fourth section, School Subject Round-up, asks the user to match occupations with a related school-subject area. The fifth section is a game summary that lists the total number of points scored in all games.

FORMAT/COST: Computer Software, 1 disk; Manual, 26 pp.; $89

SYS REQ: IBM Family (128k), 5 1/4 in.; Apple II Family (64k), 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Career Skit Kit***

DATE: 1987

AUTHOR: Mintz, Herman

PUBLISHER: J. Weston Walch

AVAILABILITY: Southern Media Systems
P. O. Box 1107
Ocala, FL 32678
(800) 669-2845

CHARACTERISTICS: Self-Paced/Individualized; Practice/Hands-on Activities

CONTENT: This reproducible book contains 25 career skits and 25 related activity sheets. It introduces the concept of career awareness by allowing students to participate in role playing as they learn about the world of work, and explore various career clusters. Several skit topics include: Deciding on a Goal; Know Yourself; The Job Interview; Good Work Habits; Handling Problems on the Job; Health Careers; Business and Office Careers; Communication and Media Careers; Hospitality and Recreation Careers; and Personal Service Careers

FORMAT/COST: Teacher Guide, 139 pp., $20.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

TITLE: ***Career Targets***

DATE: 1991

AUTHOR: Lindsay, Norene; Durgin, Rod W.

AVAILABILITY: COIN Educational Products
3361 Executive Parkway, Suite 302
Toledo, OH 43606
(800) 274-8515

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized; Self-Contained; Objectives; Practice/Hands-on Activities

CONTENT: Three-part, consumable career-exploration and high-school planning guide. The program contains self-discovery, hands-on activities. Part One is a self-administered, self-scored assessment that links interests to U. S. Department of Education career clusters. Part Two is a career-exploration activity based on career clusters and related jobs. Part Three is an education and training exploration culminating in a four-year high-school plan. The program may be used independently by students or as a class unit on career exploration and educational planning.

FORMAT/COST: Evaluation Instrument, 32 pp., $1.95 each (sold in packets of ten for $19.50)

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Catalog for Employability Skills***

DATE: 1989

AVAILABILITY: Kansas Competency-Based Curriculum Center
Washburn University
School of Applied and Continuing Education
Topeka, KS 66621
(913) 295-6534

CHARACTERISTICS: Competency-Based; Objectives; Practice/Hands-on Activities

CONTENT: A catalog of performance standards and performance guides for approximately 100 competencies which reflect employability readiness in the following areas: identifying employment opportunities; determining employment capabilities, applying employment-seeking skills, demonstrating work behavior attitudes, maintaing a safe and healthy environment, maintaining a business-like image, maintaining working relationships with others, adapting to change, communicating on the job, and performing mathematical skills.

FORMAT/COST: Guide, 500 pp., $20, Teacher Guide, 94 pp., (free with purchase of guide)

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

TITLE: ***Challenges: A Young Man's Journal for Self-Awareness and Personal Planning***

DATE: 1987

AUTHOR: Bingham, Mindy; Edmondson, Judy; Stryker, Sandy

AVAILABILITY: Advocacy Press
P. O. Box 236
Santa Barbara, CA 93102
(800) 628-2828 ext. 805

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Index; Practice/Hands-on Activities

CONTENT: Chapter titles include the following: Great Expectations (attitudes and where they come from); Being a Man Isn't Always Easy (Greater awareness can help you handle the challenge.); The High Cost of Living (Could you

support a family on your income alone?); Knowing What You Want Out of Life (values and goal setting); How Do You Get There From Here? (decision making); Getting What You Want (assertiveness); What About Marriage and Children? (family planning); What Can You Do? (skills identification); Go For It! (nontraditional careers and lifestyles); Putting It All Together (career planning); Yes You Can! (financial aid for school or training); What Are You Doing for the Rest of Your Life? (exercises for the future)

FORMAT/COST: Manual, 240 pp., $18.95

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPTINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Developmental Stages in Decision Making; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning***

DATE: 1987

AUTHOR: Bingham, Mindy; Edmonson, Judy; Stryker, Sandy

AVAILABILITY: Advocacy Press
P. O. Box 236
Santa Barbara, CA 93102
(800) 628-2828 ext. 805

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Index; Practice/Hands-on Activities

CONTENT: Chapter titles include the following: Not Such Great Expectations (attitudes and where they come from); Being A Woman Isn't Always Easy (Greater awareness can help you handle choices.); The High Cost of Living (Could you support a family on your income alone?); Knowing What You Want Out of Life (values and goal setting); How Do You Get There From Here? (decision making); Getting What You Want (assertiveness); What About Marriage and Children? (family planning); What Can You Do? (skills identification); Why Not Be a Plumber, Jockey or Engineer? (nontraditional careers); Putting It All Together (career planning); Yes, You Can! (financial aid for school or training); What Are You Doing for the Rest of Your Life? (exercises for the future)

FORMAT/COST: Manual, 240 pp., $18.95

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Developmental Stages in Decision Making; Planning and Decision Skills; Life Roles and Careers

SERIES: **Choices Today . . . For Career Satisfaction Tomorrow**

TITLE: ***Self-Awareness and Your Career Options***

Investigating the World of Work

Occupational Preparation

DATE: 1988–1990

AVAILABILITY: Cambridge Career Products
P. O. Box 2153 Dept. DC2
Charleston, VA 25328-2153
(800) 468-4227

CHARACTERISTICS: Practice/Hands-on Activities; References

CONTENT: The first program, Self-Awareness and Your Career Options, emphasizes student awareness and identification of personal interests, goals, values, skills, and abilities. The second program, Investigating the World of Work, shows how to relate personal information to career selection. The third program, Occupational Preparation, focuses on how to design a plan for entrance into a chosen career field and achievement of career goals. The series is supported by handout materials designed to aid in the decision-making and career-planning process.

FORMAT/COST: Teacher Guide, 85 pp.; Videotapes (3), 30 min. each, 1/2 in. VHS; $98 each; $275 a set

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Developmental Stages in Decision Making; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***COIN Career Guidance Program***

DATE: 1991

AVAILABILITY: COIN Educational Products
3361 Executive Parkway, Suite 302
Toledo, OH 43606
(800) 274-8515

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized

CONTENT: Career assessment program that offers two types of information, occupational data and school/college data, accessible by three functions—searching, scanning, and batch printing. Searching enables a user to assess his or her interests to find occupations or schools that match them. Scanning lets the user instantly retrieve occupational or school information without going through the search process. Batch printing allows the user to print any number of occupations or schools with one command by having the user check occupations or schools from an on-screen list. A fourth function, a college letter writer, formats, writes, and addresses letters to any college or school in the program database. The occupational searches draw information from the GATB, ASVAB, Holland SDS, and COPS/CAPS career assessments. Contains occupational information for 327 civilian jobs.

FORMAT/COST: Computer Software, 10 disks, $595; CD-ROM, $595

SYS REQ: IBM Family (512k), 5 1/4 in.; Apple II Family (128k), 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

NOTE: The number of disks per program changes according to the method of delivery. Information given here is for delivery using a computer system with one 5 1/4-inch floppy-disk drive. For more specific information, contact the above-referenced source of availability.

TITLE: ***College Major and Vocational Program Selector***

DATE: 1991

AUTHOR: Ryan, Jerry M.; Ryan, Roberta M.

AVAILABILITY: COIN Educational Products
3361 Executive Parkway, Suite 302
Toledo, OH 43606
(800) 274-8515

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized

CONTENT: Two-part, paper-and-pencil, consumable guide that helps students make important decisions about what course of study to pursue after high school. Part One is a self-administered, self-scored, self-interpreted assessment that leads students to build a personal profile and identify a "selector code" that bests fits their occupational, academic, and leisure time preferences, as well as their values and skills. In Part Two, students use their selector codes to identify college majors or vocational programs that match their preferences and sample occupations that relate to their personal profiles.

FORMAT/COST: Evaluation Instrument, 36 pp., $2.45 (sold in packets of ten for $24.50)

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information

TITLE: ***Computerized Career Assessment and Planning Program***

DATE: 2nd ed., 1989

DEVELOPER: Systems Design Associates

AVAILABILITY: Cambridge Career Products
P. O. Box 2153
Charleston, WV 25328-2153
(800) 468-4227

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Practice/Hands-on Activities; Student Progress Chart(s); Student Instruction Sheet

CONTENT: Computerized system that provides the student with an opportunity to gain knowledge about careers and learn decision-making skills. The system contains four separate programs—career assessment, selecting alternatives, career planning, and career exploration. Students receive printouts from each activity containing the following information: a summary of their career interests and skills, a list of appropriate occupational clusters and specific occupations, descriptive information on selected occupations and occupational clusters, learning activities for further occupational knowledge, a list of college majors or vocational courses of study relating to their career interests, and individual career and job-hunting plans. The program uses the Worker Trait Group classification system and is cross-referenced with the Dictionary of Occupational Titles, the Guide to Occupational Exploration, and the Occupational Outlook Handbook.

FORMAT/COST: Computer Software, 8 disks; Teacher Guide, [100] pp.; $485

SYS REQ: IBM Family (256k), 5 1/4 in. or 3 1/2 in.; Apple II Family (64k), 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information, Planning and Decision Skills

TITLE: ***The Computerized D. O. T. Plus***

AUTHOR: Block, Peter; Corson, Norman; Mayall, Donald; Maze, Marilyn; Musick, Marvin

PUBLISHER: Vocational Resource

AVAILABILITY: InterACTIVE RESOURCES
P. O. Box 80
Ft. Lauderdale, FL 33302-0080
(305) 522-1881

CHARACTERISTICS: Self-Paced/Individualized; Self-Contained; Index; Practice/Hands-on Activities

CONTENT: To be used to find descriptions and Dictionary of Occupational Titles (DOT) numbers for various occupations. The user operates the program by entering a key word that describes an occupation. The program then searches for that key word in its database of job titles. The database can also be searched using Guide to Occupational Exploration (GOE) interest areas, industries, or DOT occupation clusters. Complete DOT descriptions, including worker traits, with definitions of what each trait means, are given for 12,855 jobs.

FORMAT/COST: Computer Software, 4 disks, $699

SYS REQ: IBM Family (640k), 5 1/4 in. or 3 1/2 in.; Macintosh (1Mb), 3 1/2 in.

AUDIENCE: Special-Needs Students; Students

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; TMH; Emotionally Handicapped

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information

NOTE: Publisher's estimated reading level: grade 5.

TITLE: ***Counseling Software Guide: A Resource for the Guidance and Human Development Professions***

DATE: 1989

AUTHOR: Walz, Garry R.; Bleuer, Jeanne C.; Maze, Marilyn

AVAILABILITY: American Association for Counseling and Development
5999 Stevenson Avenue
Alexandria, VA 22304
(703) 823-9800

CHARACTERISTICS: Index

CONTENT: Provides an overview of the state of development of counseling and human services computer software in five major topic areas—personal counseling, career counseling, academic advising, testing, and administration. Divided into three sections, the first describes trends and developments in each topic area, the sec-

ond provides descriptions of software available in each topic area, and the third provides extensive software reviews for each topic area. Appendices provide contact addresses and software programs, a list of software programs with user level and computer compatibility, and a software evaluation checklist.

FORMAT/COST: Reference Material, 506 pp., $52

AUDIENCE: Counselors

BLUEPRINT LEVEL: Professional Career Education Materials

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Creating Your Future: Guide to Personal Goal Setting***

DATE: Rev. ed., 1988

AUTHOR: Ford, George A.; Lippitt, Gordon L.

AVAILABILITY: University Associates
8517 Production Avenue
San Diego, CA 92121
(619) 578-5900

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; References

CONTENT: Contains seven sections. The first two present guidelines for planning personal growth and instructions for making effective use of the workbook. The remaining five sections are divided into planning sessions covering: Guidelines for Analyzing Your Work, Deciding a Job Action Plan, Looking at Your Future, Completing a Life Inventory, Classifying Your Values, and Guidelines for Attaining Goals.

FORMAT/COST: Study Guide/Workbook, 130 pp., $24.95

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy

COMPETENCY AREA: Life Roles and Careers

TITLE: ***The Damn Good Resume Guide***

DATE: 1989

AUTHOR: Parker, Yana

AVAILABILITY: Ten Speed Press
P. O. Box 7123
Berkeley, CA 94704
(800) 841-2665

CHARACTERISTICS: Self-Contained; Illustration/Graphics; Index; Performance Checklist

CONTENT: Contains three parts—Part I: The Basics. Getting Started, Putting It All Together, and The "Favorite Skills Alternative"; Part II: 22 Sample Resumes; and Part III: Appendices.

FORMAT/COST: Guide, 80 pp., $6.95

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

SERIES: **Contemporary Living**

TITLE: ***Decision Making***

DATE: 1987

AVAILABILITY: Aquarius Instructional
P. O. Box 128
Indian Rock Beach, FL 34635
(800) 338-2644

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Leads the user through a systematic decision-making process based on analysis of a problem, identification of possible solutions, and choice of the best solution. Workbook activities include vocabulary studies and critical-thinking exercises. Students work through the software program at a fifth-grade reading level. If incorrect responses are made, explanations are given at a third-grade reading level.

FORMAT/COST: Computer Software, 1 disk; Study Guide/Workbook, 32 pp.; $39.95

SYS REQ: Apple II Family (64k), 5 1/4 in.

AUDIENCE: Students

EXCEPTIONALITIES: ESL

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Planning and Decision Skills

NOTE: This item is one in a series of materials that deals with daily-living skills. For other titles in the series, contact the above-referenced source of availability.

TITLE: ***Decision-Making Skillbook***

DATE: 1989

AUTHOR: Barnes, Donald L.; Miller, Kenneth

PUBLISHER: J. Weston Walch

AVAILABILITY: Southern Media Systems
P. O. Box 1107
Ocala, FL 32678
(800) 669-2845

CHARACTERISTICS: Self-Paced/Individualized; Self-Contained; Practice/Hands-on Activities

CONTENT: Divided into three parts: Knowing Yourself, Dealing with Everyday Stresses and Tensions, and Story Problems: Making Choices. Each part presents situations students are likely to encounter in their daily lives involving conflicts with peers and adults; problems in setting personal priorities (goals, personal expectations); and analyzing personal likes and dislikes, peer pressure, and family and school responsibilities. The activities are designed to assist students in developing decision-making and problem-solving abilities.

FORMAT/COST: Study Guide/Workbook, 106 pp. $6.95

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Interacting with Others; Developmental Stages in Decision Making

SERIES: **Competency-Based Vocational Education Administrator's Module**

TITLE: ***Developing Positive Worker Behaviors in Vocational and Technical Students***

DATE: 1989

DEVELOPER: National Center for Research in Vocational Education

AVAILABILITY: American Association for Vocational Instructional Materials (AAVIM)
745 Gaines School Road
Athens, GA 30605
(800) 228-4689

CHARACTERISTICS: References

CONTENT: Discusses worker attitudes and behaviors, and provides information on behavior assessment. The appendices contain descriptions, availability, and cost information for resources in the following areas: assesment instruments, curriculum development materials, instructional aids, instructional materials, and instructional material and assessment instruments.

FORMAT/COST: Guide, 158 pp., $14.50

AUDIENCE: Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: This item is one in a series of materials that deals with competency-based administrator education. For other items in this series contact the above-referenced source of availability.

TITLE: ***Directing Your Successful Job Search***

DATE: 1988

AVAILABILITY: Cambridge Career Products
P. O. Box 2153 Dept. DC2
Charleston, WV 25328-2153
(800) 468-4227

CHARACTERISTICS: References

CONTENT: Demonstrates job-search processes and techniques. The video is divided into three topical sections. The first section, Developing a Plan of Action, includes information on resumes, cover letters and positive-image story building. The second section, Investigating Where Jobs Are, discusses how to seek a job through networking, employment agencies, and classified ads. The third section, Succeeding in the Interview, covers preparing for the interview, presenting a positive image during the interview, and following up after the interview.

FORMAT/COST: Manual, 39 pp.; Videotape, 45 min., 1/2 in. VHS; $98

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Discover the Career within You***

DATE: 3rd ed., 1991

AUTHOR: Carney, Clarke G.; Wells, Cinda Field

AVAILABILITY: Brooks/Cole Publishing Company
A Division of Wadsworth, Inc.
511 Forest Lodge Road
Pacific Grove, CA 93950-5098
(408) 373-0728

CHARACTERISTICS: Illustration/Graphics; Index; Practice/Hands-on Activities; References; Self-assessment Inventories

CONTENT: Contains eight chapters and six appendices. Chapters cover life needs and styles; career decisions (self-knowledge, strategies, developmental stages); development of personality, skills, and values; methods for effective career choice and job searching; and work adjustment and career development. Appendices provide supplementary exercises, self-assessment inventories, a college-major finder, guidelines for conducting a career information search, a list of professional and trade associations, and strategies for eliminating barriers to effective career planning.

FORMAT/COST: Manual, 317 pp., $19.

AUDIENCE: Students

GRADE LEVEL: Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Dropping out or Hanging in: What you should know before dropping out of school***

DATE: 1990

AUTHOR: Brown, Duane

AVAILABILITY: VGM Career Horizons
NTC Publishing Group
4255 W Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Chapters are titled as follows: Dropping Out of School—The Difficult Journey; What Kind of Person Am I?; Making Decisions; Setting Life Goals; Setting Long-Term Goals; and If I Leave School, What's My Educational Future? Individual chapters have exercises that help the potential dropout honestly examine his or her feelings, attitudes, goals, and decision-making skills.

FORMAT/COST: Study Guide/Workbook, 79 pp., $5.95; Teacher Guide, 60 pp., $4.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Planning and Decision Skills; Life Roles and Careers

TITLE: ***Dynamics of Work***

DATE: 2nd ed., 1991

AUTHOR: Daggett, Willard R. and Miles, James E.

AVAILABILITY: South-Western Publishing Co.
5101 Madison Road
Cincinnati, OH 45227-1490
(800) 543-0487

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; Objectives; Unit; Practice Test

CONTENT: Divided into five units. Unit 1, Working, consists of eight chapters: You and Business, The Business System, Employment: Selecting Your Course, Preparation for Employment, Getting Ready to Apply for Employment, Applying for Employment, Getting Along at Work, and Your Rights and Responsibilities on the Job. Unit 2, Resource Management, contains eight chapters: Choosing Your Lifestyle, Managing Your Human Resources, Managing Your Time, Managing and Protecting Your Income, Using Financial Services, Using Credit to Achieve Financial Goals, and Paying Taxes for Government Services. Unit 3, The Changing World,

consists of four chapters: The Meaning of Change, A Process for Dealing with Change; Stress, Conflict, and Pathways to Peace; and Building Problem-Solving and Decision-Making Skills. Unit 4, People and Business, contains four chapters: Your Relationships—The Need to Belong, Knowing Yourself—A Good Person to Know, Projecting Your Image, and Getting Along in the World of Work. Unit 5, The Economic System, contains six chapters: Business-Ideas at Work; Business and Economics, The Economic System, The Role of Business and Government, The Role of Computers in Business and Government, and The Role and Value of Labor. The student workbook contains exercises for each chapter of the book. These exercises include: vocabulary practice short-answer questions, sentence completion, put yourself in the picture, and dynamics of work (cases).

FORMAT/COST: Textbook, 498 pp., $19.50; Study Guide/Workbook, 216 pp., $7; Teacher Guide, 206 pp., free with purchase of text.; Evaluation Instrument, 32 pp., $1

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

SERIES: **The Employee Advantage**

TITLE: ***Empowered Worker: Doers & Planners***

Everyone a Problem Solver

How to Succeed in the Changing Work Place

DATE: 1991

AVAILABILITY: United Learning
P. O. Box 718
6633 West Howard Street
Niles, IL 60648-9990
(800) 759-0362

CHARACTERISTICS: Self-Contained; Illustration/Graphics; Objectives

CONTENT: Discusses why project goals are necessary and gives methods of formulating and starting goals; helps students to understand that how they approach their work can be crucial in their advancement opportunities. Gives a four-step process for problem solving: recognition of the problem, analysis of possible causes, evaluation of the "human dynamics factors," and formulation and evaluation of possible solutions that offer short- and long-term benefits.

FORMAT/COST: Videotapes (3), 1/2 in. VHS, 20–22 min., Teacher Guide, 17–19 pp., 12 Blackline Masters, $265

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Interacting with Others

SERIES: **Encyclopedia of Careers and Vocational Guidance**

TITLE: ***Volume 1: Industry Profiles***

Volume 2: Professional Careers

Volume 3: General and Special Careers

Volume 4: Technicians' Careers

DATE: 8th ed., 1990

AUTHOR: Hopke, William E., ed.

AVAILABILITY: J. G. Ferguson
200 W. Monroe, Suite 250
Chicago, IL 60606
(312) 580-5480

CHARACTERISTICS: Illustration/Graphics; Index; References

CONTENT: Contains information on more than 2,300 occupations. Volume 1 provides an evaluation of 76 major industries. Volumes 2, 3, and 4 cover individual job descriptions. Each description provides information that includes a definition, history, nature of the work, requirements, special requirements, opportunities for experience and exploration, related occupations, methods of entering, advancement, employment outlook, earnings, conditions of work, social and psychological factors, sources of additional information, and related articles (in the series). Volume 4 contains two appendices: Resources and Associations for Individuals with Disabilities; and Internships, Apprenticeships, and Training Programs.

FORMAT/COST: Reference Material, 524–829 pp., $129.95

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Entering the World of Work***

DATE: 3rd ed., 1989

AUTHOR: Kimbrell, Grady; Vineyard, Ben S.

AVAILABILITY: Glencoe Publishing Company
15319 Chatsworth Street
Mission Hills, CA 91395-9509
(800) 334-7344

CONTENT: Part I, Planning for Work, consists of four chapters entitled You and Work, Understanding Yourself, Exploring Careers, and Making Career Decisions. Part II, Getting the Job You Want, contains the chapters Finding Job Openings, Applying for the Job, and Interviewing for the Job. Part III, You on the Job, contains chapters titled Your First Days on the Job, Safety on the Job, Getting along with Your Employer, Getting along with Your Co-workers, and Situations that Affect Your Job. The final part, Skills for Everyday Living, contains the chapters Your Paycheck and Your Taxes, Managing Your Money, Being a Smart Shopper, and Living on Your Own. The instructor's guide gives overviews, objectives, teaching strategies, answers to questions in the textbook, and supplementary teaching materials for each chapter. The student activity book contains activities to aide in the students' understanding of each important concept introduced in the textbook.

FORMAT/COST: Study Guide/Workbook, 160 pp., $6.48; Teacher Guide, 96 pp., $9.15; Textbook, 352 pp., $17.97

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

SERIES: **Expanding Work Opportunities**

TITLE: ***Book 1, First Steps to Employability: Your Talents at Work***

Book 2, Working in Community Service: Volunteer Service Opportunities

Book 3, Working for Yourself: An Introduction to Entrepreneurship

Program Guide for Books 1–3

DATE: 1990

AUTHOR: Kimeldorf, Martin

AVAILABILITY: Educational Design
47 W 13th Street
New York, NY 10011
(800) 221-9372

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Chapter titles for First Steps to Employability are: Think about Your Talents, Convince Others about Your Talents, and Find a Job That Uses Your Talents. Chapter titles for Working in Community Service are: Why People Volunteer, Examples of Volunteers in Action, Brainstorming Your Volunteer Opportunities, Making a Volunteer Plan, Getting the Most Out of the Experience, and Thinking Back upon Your Volunteer Experience. Chapter titles for Working for Yourself are: The Pros and Cons of Starting Your Own Business, What It Takes to Be Successful, Collecting Ideas for a Small Business, Getting Useful Advice, Making a Business Plan, Pricing Your Products or Services, Keeping Financial Records, and Advertising Your Business.

FORMAT/COST: Study Guides/Workbooks, 29–56 pp. each, $3.95 each ($2.95 each for ten or more copies); Teacher Guide, 45 pp., $7.95 (free with student-materials purchase of $70 or more)

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information; Planning and Decision Skills

TITLE: ***First Jobs: Young Workers in a Changing Economy***

DATE: 1990

AVAILABILITY: Education Writers Association
1001 Connecticut Avenue NW, #310
Washington, DC 20036
(202) 429-9680

CHARACTERISTICS: Illustration/Graphics; References; Tables

CONTENT: Presents sketches of job-market conditions in various regions of the country. Points out the inadequacy of the market to meet the needs of new workers in terms of salary, job security, etc. Makes the argument that, contrary to the claims of business leaders, today's young people are as hardworking and well-prepared as any other generation. States that the real problem is a tight job market that allows employers to be more selective in hiring people. This trend inevitably pushes younger workers into low-paying jobs that will not sustain them and their families. Concludes with a section describing research techniques for studying the problem of unemployed and underemployed youth.

FORMAT/COST: General Report, 48 pp., $10

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***A Guide for Career Development Practitioners: Up Is Not the Only Way***

DATE: 1985

AUTHOR: Kaye, Beverly L.

AVAILABILITY: University Associates
8517 Production Avenue
San Diego, CA 92121-2280
(619) 578-5900

CHARACTERISTICS: Self-Contained; Illustration/Graphics; Index

CONTENT: Contains eight chapters: The Process and the Payoff, Readying Resources, Tapping Talent, Optimizing Options, Mapping Movement, Pursuing Plans, Reaping Rewards, and Participating Practitioners.

FORMAT/COST: Guide, 272 pp., $24.95

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***How to Get and Get Ahead on Your First Job***

DATE: 1988

AUTHOR: Bloch, Deborah Perlmutter

AVAILABILITY: VGM Career Horizons
National Textbook Company
4255 West Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Self-Paced/Individualized; Self-Contained; Practice/Hands-on Activities; References

CONTENT: Contains three sections. Section I provides information on Getting the Job: Places—Where the Jobs Are; Papers—Applications, Resumes, and More; People—Seven Steps to a Winning Interview. Section II contains information for Getting Ahead: Hired! Finding Out the Facts; On-the-Job Success; and Moving Up.

FORMAT/COST: Guide, 117pp, $6.95

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***How to Get the Job You Want Overseas***

DATE: 1990

AUTHOR: Liebers, Arthur

AVAILABILITY: Pilot Industries
103 Cooper Street
Babylon, NY 11702
(516)422-2225

CHARACTERISTICS: References

CONTENT: Contains information on the following: overseas jobs in private industry, how to prepare a resume for an overseas job, employment agencies specializing in overseas employment, overseas jobs with the government, and federal agencies offering overseas jobs. Also includes the section "Specially for Teachers."

FORMAT/COST: Guide, 39 pp., $3.95

AUDIENCE: Students

GRADE LEVEL: Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Career Information

TITLE: ***How to Improve Your Study Skills***

DATE: 1990

AUTHOR: Coman, Marcia J.; Heavers, Kathy L.

AVAILABILITY: VGM Career Horizons
NTC Publishing Group
4255 West Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Glossary; Illustration/Graphics; Index; Unit; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials

CONTENT: Consists of eleven units: Getting Started, Developing Study Skills, Note Taking, Taking Tests, Improving Your Understanding, Increasing Speed, Skimming and Scanning, Using the Dictionary, Exploring the Library/Media Center, Reading for Enjoyment, and Summing It Up

FORMAT/COST: Teacher Guide, 144 pp., $7.95; Textbook, 206 pp., $7.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

TITLE: ***How to Prepare for College***

DATE: 1990

AUTHOR: Eberts, Marjorie; Gisler, Margaret

AVAILABILITY: VGM Career Horizons
National Textbook Company
4255 West Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Self-Contained; Glossary; Illustration/Graphics; References

CONTENT: Divided into two sections. Section I, How to Succeed in High School, consists of seven chapters: Success in College Begins in High School, Learning How to Study in High School, Acing the Classroom Experience, Improving Your Reading, Improving Your Basic Skills, Becoming an Expert Test Taker, and School Is More Than Books. Section II, How to Get into College, consists of six chapters: Organizing the College Admissions Process, Taking the College Admissions Tests, Deciding Where You Will Apply to College, Filling Out Your College Applications, Finding Out about Financial Aid, and Handling Acceptance and Rejection.

FORMAT/COST: Study Guide/Workbook, 238 pp., $7.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Planning and Decision Skills

TITLE: ***How to Write a Winning Resume***

DATE: 1989

AUTHOR: Bloch, Deborah Perlmutter

AVAILABILITY: VGM Career Horizons
National Textbook Company
4255 West Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Self-Paced/Individualized; Self-Contained; Practice/Hands-on Activities

CONTENT: Chapter titles are: Building Blocks, Action Speaks Louder Than Words—Use Verbs, Assembly, Getting Physical, Made to Order, Distribution, and Beauty Is in the Eye of the Beholder.

FORMAT/COST: Guide, 117 pp., $6.95

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***How to Write for Everyday Living***

DATE: 1988

AUTHOR: Edson, Ann; Insel, Eunice

AVAILABILITY: Educational Activities
P. O. Box 392
Freeport, NY 11520
(800) 645-3739

CHARACTERISTICS: Self-Paced/Individualized; Self-Contained; Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities

CONTENT: This program is made up of eight lessons on four disks. Students are involved in activities working with facsimiles of actual forms used in everyday situations. Emphasis is on the reading, writing, communication, and reference skills needed in real life. The program is interactive, graphic, and uses branching and word-processing techniques to develop and improve basic writing skills. The Teacher's Manual includes alternate teaching strategies and reproducible activity masters for reinforcement. Program includes: Disk 1—Writing a Resume, Writing an Employment Form; Disk 2—Personal Letter/Envelope, Business Letter/Envelope; Disk 3—Lists and Outlines, Learner's Permit/Drivers License; and Disk 4— Social Security Application, Savings/Checking Accounts. Also contains a Management System to track student progress.

FORMAT/COST: Computer Software, 4 disks, (with back-ups) $159; Teacher Guide, 12 pp., (free with purchase of software); Transparencies/Masters (14), free

SYS REQ: Apple (64K); IBM PC; IBM PCjr; Tandy

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; ESL

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Academic and Specialized Skill Development

COMPETENCY AREA: Jobs and Needs of Society

NOTE: Publisher's estimated reading level: grades 4–5

TITLE: ***I Need A Job! Straight Talk About Working***

DATE: 1988

AUTHOR: Wirth, Claudine; Bowman-Kruhn, Mary

AVAILABILITY: J. Weston Walch
P. O. Box 658
Portland, ME 04104-0658
(800) 341-6094

CHARACTERISTICS: Self-Contained; Illustration/Graphics

CONTENT: Emphasizes the attitudes and behaviors that lead to success in low-skilled and entry-level jobs. Covers a variety of topics, including: whether students are best suited for school or for the workplace; what to expect on the job; behaviors and relationships to avoid. The chapter titles are: Do You Need a Job?, What Kind of Work Do You Want?, How to Get the Job, How to Begin a New Job, Getting Along with the Boss, Getting Along on the Job, and How to Make Money and Move Ahead.

FORMAT/COST: Guide, 93 pp., $4.95

AUDIENCE: Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Career Information

NOTE: Written at the sixth-grade reading level

☐ TITLE: ***Insights: A Self and Career Awareness Program for the Elementary Grades***

DATE: 1990

DEVELOPER: MCPC Group

AVAILABILITY: Bureau of Career Development
Florida Department of Education
Division of Vocational, Adult, and Community Education
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Competency-Based; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Student Progress Charts; References

CONTENT: Activities in the teacher's guides are based on the sharing-circle concept. The facilitator encourages open group discussion on topics designed to teach that: there are no limits on self-esteem; every individual is inherently worthwhile; each person has the right to be self-determining; everyone needs and deserves attention, acceptance, and affection; successes in life nourish self-esteem; and self-esteem is enhanced by the development and acknowledgement of identifiable skills and attributes. Activities were developed to help students achieve the career-development competencies for the elementary grades outlined in the Blueprint for Career Preparation. The facilitator's manual describes procedures for training teachers and counselors to implement activities in the guides.

FORMAT/COST: Teacher Guides (3), 169–210 pp. each; Training Facilitator's Manual, [206] pp.; $50 in-state, $100 out-of-state

AUDIENCE: Counselors; Teachers/Trainers

GRADE LEVEL: Elementary School (K–6)

BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration; Professional Career Education Materials

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Jobs and Needs of Society; Planning and Decision Skills; Life Roles and Careers

NOTE: The three modules in this set are grouped kindergarten/first grade, second/third grades, and fourth/fifth grades.

TITLE: ***Interviewing for a Job***

DATE: 1990

AVAILABILITY: Cambridge Career Products
P. O. Box 2153
Charleston, WV 25328
(800) 468-4227

CHARACTERISTICS: Self-Contained; Illustration/Graphics

CONTENT: Emphasizes the four steps in the interview process: self-organization, preparation, interview conduct, and follow-up. Also, places emphasis on defining goals, dressing appropriately, and conveying a good attitude.

FORMAT/COST: Videotape, 30 min., $59.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others

SERIES: **Job Attitudes**

TITLE: ***The Company and the Community***
The Company and Profit
Company Organization
The Role of the Supervisor
The Importance of Attitudes
Developing Good Attitudes

DATE: 1988

AVAILABILITY: Creative Visuals
Division of Gamco Industries
P. O. Box 1911U34
Big Spring, TX 79721
(800) 351-1404

CHARACTERISTICS: Illustration/Graphics

CONTENT: Uses the imaginary company "ACME Widgets" in "Modeltown" to illustrate the functions and needs of business, how business interacts with the community of which it is a part, and the ways that employee attitudes affect the operation of a business. The first title describes company and community development, pointing out the ways each benefits from the other. The second title outlines ways that job attitudes affect and are affected by company profits. The third title explains company organization. The fourth title discusses the ways supervisors affect their employees, what supervisors expect from their employees, and what employees can expect from their supervisors. The fifth title addresses the ways that attitudes contribute to job and personal success and outlines factors that influence

what attitudes people have. The final title deals with the five basic steps to good attitudes.

FORMAT/COST: Videotapes (15), 5–11 each, 1/2 in. VHS, $424 a set, $28.30 for individual tapes

AUDIENCE: Students

EXCEPTIONALITIES: Learning Disabled; Physically Impaired; Speech and Language Impaired; EMH

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information

NOTE: The six titles in this series consist of two or three videotapes each.

TITLE: ***Job Search Education***

DATE: 1985–1988

AUTHOR: Kimeldorf, Martin

AVAILABILITY: Educational Design
47 W 13th Street
New York, NY 10011
(800) 221-9372

CHARACTERISTICS: Self-Paced/Individualized; Practice/Hands-on Activities

CONTENT: Based on the "Job Club" or self-directed job-search model. Designed to assist in school-to-work transition. The study guide contains worksheets, examples, scripts (for interview and telephone role-play), self-awareness exercises, and guidance materials for surveying the local job market. The program guide provides directions on how to set up a "Job Club" workshop, monitor students; schedule activities; deal with agencies in the community; establish support groups; and work with families, career centers, and colleges.

FORMAT/COST: Study Guide/Workbook, 159 pp., $7.75; Teacher Guide, 96 pp., $7.95

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Achievement and Career Opportunities; Career Information; Planning and Decision Skills

TITLE: ***Job Survival Skills***

DATE: 1990

AUTHOR: Brewner, Margaret M.; McMahon, William C.; Roche, Michael P.

AVAILABILITY: Educational Design
47 West 13th Street
New York, NY 10011
(800) 221-9372

CHARACTERISTICS: Self-Paced/Individualized; Practice/Hands-on Activities

CONTENT: Provides learning activities in the following areas: Attendance, Personal Grooming, Cooperation with the Employer, Cooperation with Co-Workers, The Telephone, The Public, Communication, Decision Making, Stress, Initiative, and Goal Setting.

FORMAT/COST: Study Guide/Workbook, 112 pp., $6.55; Teacher Guide, 2 pp., free with study guide.

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Achievement and Career Opportunities

NOTE: Publisher's estimated reading level: grades 3–6.

TITLE: ***JOB TIPS: Facts About Exciting Job Opportunities***

SERIES: World of Work

DATE: 1987

AVAILABILITY: Fearon/Janus/Quercus
500 Harbor Boulevard
Belmont, CA 94002
(800) 877-4283

CHARACTERISTICS: Self-Contained; Illustration/Graphics

CONTENT: JOB TIPS is a collection of booklets that cover 112 entry-level occupations, grouped into ten different job clusters. The clusters include: administrative support; automotive services; construction and precision production; food services; health services; mechanics, repairers, and technicians; personal, protective, and public services; ranching, farming, and horticulture; sales and retail services; and transportation and travel. Each booklet presents realistic, up-to-date career information about entry-level jobs that special-needs students and low-functioning adults can successfully train for and fill.

FORMAT/COST: Pamphlets, (5 copies of each of 112 titles) plus Teacher's Guide, $99

AUDIENCE: Counselors; Special-Needs Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Career Information

NOTE: Publisher estimated reading level: grade 2.7

☐ TITLE: ***Jungle Survival Guide II***

DATE: 1991

AVAILABILITY: Bureau of Career Development
Florida Department of Education
Division of Vocational, Adult, and Community Education
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities; References

CONTENT: Manual for planning and implementing a job-search strategy. Subjects covered include the following: resumes, references, and personal fact sheets; where to look for jobs; using newspaper want ads to develop job leads; participating in apprenticeship programs; organizing the job search; contacting employers through letters of application, the telephone, and office/business visits; filling out application forms; having a successful job interview; asking good questions during an interview; getting a job offer; succeeding in a job; and failing to get a job.

FORMAT/COST: Manual, 30 pp., free
AUDIENCE: Students
GRADE LEVEL: Secondary Education (9–12)
BLUEPRINT LEVEL: Academic and Specialized Skill Development
COMPETENCY AREA: Career Information

TITLE: ***Learning for Earning: Your Route to Success***
DATE: 1991
AUTHOR: Wanat, John A.; Pfeiffer, E. Weston; Van Gulik, Richard
AVAILABILITY: Goodheart-Willcox
123 West Taft Drive
South Holland, IL 60473-2089
(800) 323-0440
CHARACTERISTICS: Self-Contained; Glossary; Illustration/Graphics; Index; Objectives
CONTENT: Contains six parts. Part One: You, School, and Work; Part Two: Matching Yourself with a Career; Part Three: Finding and Keeping a Job; Part Four: Personal Development and Job Success; Part Five: Money Management; and Part Six: Growing into Independence.
FORMAT/COST: Study Guide/Workbook, 143 pp., $6.20; Teacher Guide, 243 pp., $20; Textbook, 360 pp., $21
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Middle School (6–8)
BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration
COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Developmental Stages in Decision Making; Achievement and Career Opportunities; Planning and Decision Skills

TITLE: ***Letter of Application and Resume: Using a Microcomputer***
DATE: 1989
AUTHOR: Jackson, Truman H.
AVAILABILITY: South-Western Publishing Co.
5101 Madison Road
Cincinnati, OH 45227
(800) 543-7972
CHARACTERISTICS: Self-Paced/Individualized; Practice/Hands-on Activities
CONTENT: Provides coverage of the resume- and letter-writing process using a computer-assisted instructional approach. Hands-on applications include practice exercises, content checks, and actual writing of resumes and letters. Students are able to create, edit, and print their resumes and letters. Sample letters, paragraphs, resumes, and resume sections are included.
FORMAT/COST: Computer Software, 2 disks; Teacher Guide, 42 pp.; $64.50; Study Guide/Workbook, 73 pp., $4.90
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult
BLUEPRINT LEVEL: Academic and Specialized Skill Development
COMPETENCY AREA: Planning and Decision Skills

TITLE: ***Life Skills: Attitudes on the Job***
DATE: 1990
AUTHOR: Brewner, Margaret M.; McMahon, William C.; Paris, Kathleen A.; Roche, Michael P.
AVAILABILITY: Educational Design
47 W 13th Street
New York, NY 10011
(800) 222-9372
CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Practice/Hands-on Activities
CONTENT: Contents include: Being Honest on the Job, Attendance on the Job, Willingness to Work on the Job, Accepting Orders on the Job, Getting Along with Others on the Job, Following Directions on the Job, Treating Customers Well on the Job, and Job-Related Skills.
FORMAT/COST: Study Guide/Workbook, 110 pp., $6.55; Teacher Guide, 22 pp., free with study guide
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)
BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development
COMPETENCY AREA: Achievement and Career Opportunities
NOTE: Publisher's estimated reading level: grades 3–5.

TITLE: ***Life Skills: Me and Jobs***
DATE: 1988
AUTHOR: Hooker, Dennis; Hooker, Almut
AVAILABILITY: Educational Design
47 W 13th Street
New York, NY 10011
(800) 221-9372
CHARACTERISTICS: Self-Paced/Individualized; Practice/Hands-On Activities
CONTENT: Divided into four sections: Me, Jobs, Me and Jobs, and Applications and Interviews. Provides activities in the areas of self-awareness, career awareness, and job seeking.
FORMAT/COST: Study Guide/Workbook, 94 pp., $6.55; Teacher Guide, 8 pp., free with study guide
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult
BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development
COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information
NOTE: Publisher's estimated reading level: grades 3–6

SERIES: **Living Skills**
TITLE: ***Book 1: A New Look at Yourself***
Book 2: New Rights and Responsibilities
Book 3: Entering the Adult World
DATE: 1989
AVAILABILITY: Educational Design
47 W 13 Street
New York, NY 10011
(800) 222-9372
CHARACTERISTICS: Self-Paced/Individualized; Practice/Hands-on Activities
CONTENT: Each book provides discussion and stimulating activities geared to students in a particular age range. Book 1, for ages 12–15, contains

30 lessons organized into six chapters: A New Place in the Family, The Wise Consumer, Sexual Maturing, Drugs and Alcohol, Part-Time Jobs, and Junior and Senior High School. Book 2, for ages 15–16, contains 30 lessons organized into four chapters: Part-Time or Summer Employment, Transportation, You and the Law, and School and Career Goals. Book 3, for ages 16–18, contains 32 lessons organized into six chapters: Living on Your Own, A Smart Consumer, Obligations of Citizenship, Planning for the Future, Searching for Yourself, and The Future (at ages 20, 30, 40, 50, and 60).

FORMAT/COST: Study Guide/Workbooks, 77–79 pp. each, $5.95 each; Teacher Guide, 3 pp., free with study guides

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Developmental Stages in Decision Making; Achievement and Career Opportunities

TITLE: ***Making It on Your First Job***

DATE: 1989

AVAILABILITY: Cambridge Career Products
P.O. Box 2153 Dept. DC2
Charleston, WV 25328-2153
(800) 468-4227

CHARACTERISTICS: Practice Test

CONTENT: Addresses the following key topics: Probationary Period, Training and Orientation, Lateness and Absenteeism, Dealing with the Public, Success on the Job, Work Habits, and Personal Relations and Adaptive Skills. Appendices to the manual include: Selected Entry-Level Jobs, Making It on the Job, A Self-Test; Problem-Solving Excercises, and Sample Employee Forms.

FORMAT/COST: Manual, 25 pp.; Videotape, 30 min., 1/2 in. VHS; $89

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Mapping Out Success: A Guide to Navigating the Job Market, Employability Skills Unit***

DATE: 1987

AVAILABILITY: Virginia Vocational Curriculum and Resource Center
2200 Mountain Road
Glen Allen, VA 23060-2208
(804) 262-7439

CHARACTERISTICS: Competency-Based; Illustration/Graphics; Objectives; Unit; Practice/Hands-on Activities; References

CONTENT: Contains these content/concept area listings: Determining Personal Goals and Values, Getting a Job in a Chosen Occupation, Developing Job-Keeping Skills, and Exploring Career Advancement.

FORMAT/COST: Teacher Guide, 193 pp., $9.66

AUDIENCE: Counselors; Teachers/Trainers

BLUEPRINT LEVEL: Professional Career Education Materials

TITLE: ***Math for Everyday Living***

DATE: 1988

AVAILABILITY: Educational Activities
P.O. Box 392
Freeport, NY 11520
(800) 645-3939

CHARACTERISTICS: Self-Paced/Individualized; Self-Contained; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Pretest/Posttest Materials

CONTENT: The disks in this program teach real-life mathematics and business skills. Lessons include: Paying for a Meal (Addition and Substraction), Working with Sales Slips (Beginning Multiplication), Unit Pricing (Beginning Division), Saving on Transportation (More Advanced Division), Sales Tax (Beginning Percent), Finding Your Job (Advanced Multiplication), Earning with Piecework or Commission (Multiplication and Percent), Working with Time, and Finding the Net Pay (Combination Math).

FORMAT/COST: Computer Software, 2 disks (with back-ups), $119; Teacher Guide, 22 pp., (free with purchase of software); Transparencies/Masters (10), free

SYS REQ: Apple; Commodore; IBM; Tandy; TRS80

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Academic and Specialized Skill Development

COMPETENCY AREA: Jobs and Needs of Society

NOTE: Publisher's estimated reading level: grades 4–6

SERIES: **Math for Successful Living**

TITLE: ***Buying on Credit***

Managing a Checking Account

Timecards and Paychecks

Budgeting

DATE: 1989

AVAILABILITY: Gamco Industries
P.O. Box 1911U34
Big Spring, TX 79721
(800) 351-1404

CHARACTERISTICS: Illustration/Graphics; Objectives; Practice/Hands-on Activities

CONTENT: Lesson titles include: Reading a Timecard, Figuring Wages, Using a Credit Card, Installment Loans, Making a Deposit, Writing Checks, Balancing a Checkbook, Setting up a Budget, and Using a Budget. Each set of software features a reward game. Students whose scores in practice exercises reach a specified level may continue on to play the game.

FORMAT/COST: Computer Software, 1 disk each; Teacher Guides, 12 pp. each; $44.95 each (Buying on Credit is $74.95)

SYS REQ: IBM Family (256k), 5 1/4 in. or 3 1/2 in., requires CGA monitor; Apple II Family (64k), 5 1/4 in. or 3 1/2 in.

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

NOTE: These items are part of a series of materials that deals with math in daily living. For other items in the series contact the above-referenced source of availability.

TITLE: ***Math: For the World of Work***

DATE: 1990

AUTHOR: Crowell, Caleb E.

AVAILABILITY: Educational Design
47 W 13 Street
New York, NY 10011
(800) 221-9372

CHARACTERISTICS: Self-Paced/Individualized; Objectives; Practice/Hands-on Activities

CONTENT: Gives students instruction and practice in the types of math that they are most likely to encounter in the modern job world. Sections include: Measuring Things; Math and Measurements; Weighing Things; Scales, Dials, and Meters; Tables and Charts; and Basic Calculator Use.

FORMAT/COST: Study Guide/Workbook, 112 pp., $6.55; Teacher Guide, 4 pp., free with study guide

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Jobs and Needs of Society; Planning and Decision Skills

NOTE: Publisher's estimated reading level: grades 4–6.

☐ TITLE: ***The 1991 Guide to Career and Educational Planning***

DATE: 1990

AVAILABILITY: Bureau of Career Development
Florida Department of Education
Division of Vocational, Adult, and Community Education
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Parents' Materials; Illustration/Graphics

CONTENT: An occupational exploration tool, a directory of Florida schools, and a listing of sources of financial aid awards. Contains descriptions of approximately 200 occupations, guidelines for good decision making, tips about taking job interviews, and lists of scholarships and awards by category (i.e., programs of study, fraternal organizations, minority students).

FORMAT/COST: Manual, 92 pp., free

AUDIENCE: Student

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***North Carolina Career Exploration Curriculum and Teacher Guide***

DATE: 1988

DEVELOPER: North Carolina Department of Public Instruction, Division of Vocational Education

AVAILABILITY: CBIS Federal
7420 Fullerton Road, Suite 110
Springfield, VA 22153-2852
(800) 443-3742
For a microfiche copy of this document order ED298348 from FEIS.

CHARACTERISTICS: Competency-Based; Illustration/Graphics; Objectives; Practice/Hands-On Activities

CONTENT: Developed specifically for sixth-grade students (11–12 year olds). This is a semester course that provides initial career guidance experiences, as well as exploratory activities in the following chapter areas: Why Work?, The World of Work, Self-Awareness, Exploring Careers, Decision Making, and Employability Skills.

FORMAT/COST: Teacher Guide, 119 pp., $15.50, microfiche $0.60

AUDIENCE: Students; Teacher/Trainers

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Achievement and Career Opportunities; Planning and Decision Skills

TITLE: ***Occupational Outlook Handbook***

DATE: 1990–1991 ed.

DEVELOPER: U.S. Department of Labor

AVAILABILITY: VGM Career Horizons
NTC Publishing Group
4255 W Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CONTENT: Describes approximately 250 occupations, including information on the nature of the work, working conditions, employment statistics, training required, job outlook, related occupations, and sources of additional information. Also gives summary data for 125 additional occupations.

FORMAT/COST: Reference Material, 492 pp., $18.95 paperbound, $22.95 hardbound

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Jobs and Needs of Society

NOTE: Revised every two years.

TITLE: ***Occupational Outlook on Computer (OOOC)***

DATE: 1990

AVAILABILITY: CFKR Career Materials
11860 Kemper Road, Suite 7
Auburn, CA 95603
(800) 525-5626

CHARACTERISTICS: Self-Paced/Individualized

CONTENT: Program consists of three sections; one lets the user choose occupations by occupation group, another by job code, and a third by user-determined criteria (i.e., entry-level requirements, job outlook, wages). Each job entry is coded with cross-walk references from the Dictionary of Occupational Titles, the Guide to Occupational Exploration, the Standard Occupational Classification, and the Holland-RIASEC classification by work environments. Corresponding military titles for each job are also given. Other information

available includes: the nature of the work; entry-level training requirements; necessary qualifications, aptitudes (i.e., verbal ability, color discrimination, spatial perception), and other skills; job outlook; earnings potential; related jobs; specific vocational preparation required; environmental conditions; physical demands; and any relevant additional information.

FORMAT/COST: Computer Software, 2 disks; User's Guide, 5 pp.; $129.95

SYS REQ: IBM Family (256k), 5 1/4 in. or 3 1/2 in.; Apple II Family (256k), 5 1/4 in.

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Career Orientation and Exploration

COMPETENCY AREA: Achievement and Career Opportunities; Career Information; Planning and Decision Skills

☐ TITLE: ***Parents Make the Difference: A Seminar for Parents***

AVAILABILITY: Bureau of Career Development
Florida Department of Education
Division of Vocational, Adult, and Community Education
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Parents' Materials; Illustration/Graphics; References; Practice/Hands-on Activities; Objectives

CONTENT: Consists of materials for conducting a four-session, parent-involvement seminar. Personnel from the Bureau of Career Development train counselors, teachers, or parents how to conduct the seminar; training is free. Facilitator's guide contains transparency masters, supplemental readings, suggested activities, seminar objectives, and information on securing financial aid for postsecondary schooling. The parent information packet consists of brochures, quizzes, magazines, and other supplemental materials. Includes a parent workbook titled How to Help Your Child Choose a Career, and two other guides, Planning and Conducting a Financial Aid Information Night and Financial Aid Guide for Counselors.

FORMAT/COST: Study Guide/Workbook, 179 pp., $5; Facilitator's Manual, 335 pp., $15; Information Packet, 20 items, $15

AUDIENCE: Teachers/Trainers; Parents

BLUEPRINT LEVEL: Professional Career Education Materials

NOTE: Formerly titled Today's Youth and Tomorrow's Careers: A Seminar for Parents. Based upon materials developed by Dr. Luther B. Otto. How to Help Your Child Choose a Career is available for purchase separately from the Bureau of Career Development.

TITLE: ***Pathways: A Job Search Curriculum***

DATE: 1987

AUTHOR: Bissonnette-Lamendella, Denise

AVAILABILITY: Milt Wright and Associates
17624 Romar Street
Northridge, CA 91325
(818) 349-0858

CHARACTERISTICS: Competency-Based; Practice/Hands-on Activities; Practice Test; Pretest/Posttest Materials; Performance Checklist

CONTENT: Workbook topics include: planning and organizing an intelligent job search, researching relevant industries and specific employers; creating and developing a supportive personal network, improving telephone communication skills, making an impressive first contact with employers in person, writing a winning resume or "skills sheet," empowering the applicant to interview with confidence, acquiring an understanding of and appreciation for employers' expectations on the job, and solving problems in an assertive and constructive manner. The instructor's guide provides teaching suggestions, supplementary activities, and testing materials.

FORMAT/COST: Study Guide/Workbook, 276 pp., $8.95; Teacher Guide, 500 pp., $115

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: ESL

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others; Career Information; Planning and Decision Skills

☐ SERIES: **Pathways to Your Future**

TITLE: ***Career Planner Activities***

Florida Student Career and Education Planner

Florida Computer-Assisted Career Planning System

Facilitator's Guide for Career Planner Activities

DATE: 1991

DEVELOPER: Center for Instructional Development and Services

AVAILABILITY: Bureau of Career Development
Florida Department of Education
Division of Vocational, Adult, and Community Education
Florida Education Center
Tallahassee, FL 32399-0400
(904) 488-0400

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Student Progress Charts; References

CONTENT: Program to assist students in setting tentative career goals and in developing ways to achieve career and education objectives. The Career Planner Activities, along with the Facilitator's Guide, is a set of workbook activities for classroom use. The Florida Student Career and Education Planner assists students in planning their high school programs. The Florida Computer-Assisted Career Planning System provides sample plans of high school courses that are available at students' articulating high schools and helps identify programs appropriate for fulfilling students' career interests.

FORMAT/COST: Computer Software, 1–2 disks; Study Guide/Workbook, 24 pp.; Teacher Guide, 55 pp.; Career Planner Folder, 7 p. insert; Price information not available

SYS REQ: IBM Family (640k), 5 1/4 in. or 3 1/2 in., printer required (laser printer recommended), hard disk recommended. For batch input operations, a Scantron or National Computer System Scanner is required (most newer models are compatible).

AUDIENCE: Students

GRADE LEVEL: Middle School (6–8)

BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept; Achievement and Career Opportunities; Career Information, Planning and Decision Skills

NOTE: At the time of publication of this guide, the Florida Computer Assisted Career Planning System was not completed. However, it will be available for the 1991–92 academic year. Pricing information also was not yet available. For complete information concerning all items in this series, contact the above-referenced source of availability.

TITLE: ***Principles of Technology***

DATE: Rev. ed., 1991

DEVELOPER: Agency for Instructional Technology, Center for Occupational Research and Development

AVAILABILITY: In Florida:
Betty Jones, State Blueprint Coordinator
Orange County Public Schools
445 W Amelia Street
Orlando, FL 32801
(407) 849-3200

For duplication of videotapes in Florida, contact:
Instructional Television (ITV)
B-10 Collins Building
Tallahassee, FL 32399
(904) 488-7101

CHARACTERISTICS: Competency-Based; Illustration/Graphics; Objectives; Practice/Hands-on Activities

CONTENT: The first seven units, comprising year one of this two-year program, cover the following topics: force, work, rate, resistance, energy, power, and force transformers. The second seven units, year two, deal with momentum, waves and vibrations, energy convertors, transducers, radiation, optical systems, and time constants. Each of the 14 units is typically taught in 26 50-minute sessions; each deals with one physical principle as it applies in the mechanical, fluid, thermal, and electrical energy systems that cause both simple and complex technological devices and equipment to function. The units also cover the mathematics needed to understand and apply the principles. The student texts incorporate 140 hands-on laboratory exercises. The teacher's guides contain 52 demonstrations. Videotapes introduce, illustrate, and summarize technical concepts, both graphically and in their industrial applications.

FORMAT/COST: Study Guides/Workbooks (14), 75–153 pp., $2.55 each; Teacher Guides (14), 196–400 pp., $17.45 each; Videotapes (14 60-minute tapes containing 78 video segments), 1/2 in. VHS, 3/4 in. U-matic, or Beta, $75 each; Overview Videotape, 15 min., 1/2 in. VHS, 3/4 in. U-matic, or Beta, $40

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Jobs and Needs of Society

NOTE: Prices listed above are for consortium members. Nonmembers should contact the above-referenced source of availability for further information. Florida is a consortium member state. Duplication of videotaped materials is done through ITV for the cost of blank tapes only. For complete information on videotape duplication, contact ITV.

TITLE: ***RAVE: Realistic Assessment of Vocational Experiences***

DATE: Rev. ed., 1990

AUTHOR: Block, Peter; Corson, Norman E.; Mayall, Donald; Maze, Marilyn; Musick, Marvin

PUBLISHER: Vocational Resource

AVAILABILITY: InterACTIVE RESOURCES
P.O. Box 80
Ft. Lauderdale, FL 33302-0080
(305) 522-1881

CHARACTERISTICS: Self-Paced/Individualized; Self-Contained; Instructor Record Sheet; Index; Performance Checklist

CONTENT: Occupational information/exploration software program. Contains information on all 12,588 jobs found in the Dictionary of Occupational Titles (DOT). Information in the program can be modified to reflect the conditions in the community in which it is being used. The first step of the program is to summarize past experience. From this information, a list of transferable skills is derived. The second step is to describe the client. This description, along with the list of transferable skills derived from the first step, provides the program with the information needed to identify occupations as suitable or unsuitable; ultimately, 60 optimal occupations are identified. The third step may consist of one of two types of searches—one that finds occupations closely related to the 60 optimal jobs or one that finds jobs that are both related and realistic for the client. The fourth step is to view specific occupations; the occupations are listed with DOT descriptions, job requirements matched with client aptitudes, salary outlooks, academic demands, and stress-related demands. Data from this report may be printed out in a report format or stored on disk.

FORMAT/COST: Computer Software, 10 disks, $2895; Evaluation Instrument, 1 p.; Manual, 200 pp., $30

SYS REQ: IBM Family (640k), 5 1/4 in. or 3 1/2 in.

AUDIENCE: Counselors; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; Hearing Impaired; Vision Impaired; Physically Impaired; Speech and Language Impaired; ESL; EMH; TMH; Emotionally Handicapped

GRADE LEVEL: Secondary Education (9-12); Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Developmental Stages in Decision Making; Achievement and Career Opportunities; Career Information; Planning and Decision Skills; Life Roles and Careers

NOTE: This program incorporates information contained in the software program "Computerized D.O.T. (C-DOT)." For complete information regarding C-DOT, see the entry for the program in this guide.

SERIES: **React**

TITLE: ***Arrest***

Death

Discrimination

Involved in an Accident

I've Been Fired

Loneliness

Lost Driver's License

My Apartment's Been Robbed

Peer Pressure

Poor Credit Rating

Sickness, Then Death

Unemployment

DATE: 1990

AVAILABILITY: Aquarius Instructional
P.O. Box 128
Indian Rocks Beach, FL 34635
(800) 338-2644

CHARACTERISTICS: Objectives

CONTENT: This is a series of open-ended simulation programs that are designed to encourage students to talk with each other about a variety of contemporary problems. The interactive design stresses critical-thinking skills, communication skills and the ability to function productively within a group. Stimulates discussion of personal management, self-care, and community life skills.

FORMAT/COST: Audiocassettes, 12; Teacher guide, 1 p., $95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making

SERIES: **Reading in the Workplace**

TITLE: ***Building and Construction Trades Automotive***

DATE: 1990

AUTHOR: Davis, Beverly; Meng, Mary; Reese, Elaine

AVAILABILITY: Educational Activities
P.O. Box 392
Freeport, NY 11520
(800) 645-3739

CHARACTERISTICS: Self-Paced/Individualized; Self-Contained; Illustration/Graphics; Objectives; Unit; Practice/Hands-on Activities

CONTENT: These are job-based reading programs that use real-life situations to help students improve their vocabulary and comprehension skills. Presented in three units, the interactive reading strategies promote an understanding of important critical thinking skills, including: identifying the main idea, identifying details, sequencing, recognizing problems, making inferences, determining causes and effect, drawing conclusions, and determining word meanings. Each program includes three progressive levels of difficulty. Students work at their own pace. Errors are automatically flagged and the student is branched to hints that explain how to find the correct answer.

FORMAT/COST: Computer Software, 6 disks, $295; Teacher Guide, 11 pp., free; Transparencies/Masters (44), free

SYS REQ: Apple (64K); IBM; Tandy; 5 1/4 in. disks

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Jobs and Needs of Society

NOTE: Publisher's estimated reading level: grades 3–9

TITLE: ***Reasoning Skills on the Job***

DATE: 1991

DEVELOPER: Center on Education and Training for Employment

AVAILABILITY: Southern Media Systems
P.O. Box 1107
Ocala, FL 32678-1107
(904) 732-2845

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized; Self-Contained; Glossary; Illustration/Graphics; Objectives; Practice/Hands-on Activities; Pretest/Posttest Materials; Performance Checklist

CONTENT: To use this system, the student chooses an occupational cluster (artistic, scientific, plants and animals, protective, etc.) directly correlated to the Guide to Occupational Exploration (GOE). A disk that corresponds to the occupational cluster quizzes the student on specific reasoning skills needed for that cluster. An assessment sheet displays the number of incorrect answers given by skill area (i.e., classifying people or objects, making estimates, making decisions) so that the student knows in which areas he or she is weak. Also available is a computerized management system for counselors and teachers to track the areas in which the student has worked and the problems that he or she is having.

FORMAT/COST: Computer Software, 24 disks; Study Guides/Workbooks (12), 90–120 pp.; Teacher Guide, 250 pp.; $1995 a set; also available in print version ($895 a set) and in packets for individual occupational clusters ($99.95 for computer version, $49.95 for print version)

SYS REQ: Apple II Family (64k), 5 1/4 in. or 3 1/2 in.; IBM Family (256k), 5 1/4 in. or 3 1/2 in.

AUDIENCE: Students; Special-Needs Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

NOTE: Publisher's estimated reading level: grades 5–9.

TITLE: ***Section 1: Introduction to Occupational and Employability Skills***

SERIES: **Basic Vocational Education**

DATE: 1987

DEVELOPER: Mississippi Department of Education, Bureau of Vocational and Technical Education
Mississippi State University, College of Education

AVAILABILITY: Research and Curriculum Unit
P.O. Drawer DX
Mississippi State, MS 39762
(601) 325-2510

CHARACTERISTICS: Objectives; Practice/Hands-on Activities; References

CONTENT: Contains eight Units: Unit 1, Vocational Education and Occupational Goals; Unit 2, Job-Seeking Skills; Unit 3, Job-Keeping Skills; Unit 4, Problem-Solving and Decision-Making Skills; Unit 5, Computer Application Skills; Unit 6, Occupational Safety Skills; Unit 7, Occupational Mathematics Skills; Unit 8, Occupational Communications Skills

FORMAT/COST: Teacher Guides, 23–51 pp. each, $6.00

AUDIENCE: Students; Teacher/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Developmental Stages in Decision Making; Career Information; Planning and Decision Skills

SERIES: **Social Interaction and Decision Making**

TITLE: ***Peers***

Family

Resisting Peer Pressure

DATE: 1987

AVAILABILITY: Mindplay
Department D5
Unit 350, P.O. Box 36491
Tucson, AZ 85775-4000
(800) 221-7911

CHARACTERISTICS: Objectives; Practice/Hands-on Activities

CONTENT: Uses real-life experiences to teach students how to how examine various interpersonal relationships. The first video teaches students about assertive communication, the dangers of jumping to conclusions, and ways that feelings affect actions. The second video teaches students how to understand conflicts, how to communicate effectively, how to make logical and realistic decisions, how to negotiate, and how to understand and relate to authority figures. The third video focuses on values clarification, group behavior, ways to recognize peer pressure, and assertive communication.

FORMAT/COST: Videotapes, 30 min. each, 1/2 in. VHS; Teacher Guide, 41 pp.; $189 each ($517 for set)

AUDIENCE: Students

GRADE LEVEL: Elementary School (K–6); Middle School (6–8)

BLUEPRINT LEVEL: Self- and Career Awareness; Personal Assessment/Technological Literacy; Career Orientation and Exploration

COMPETENCY AREA: Interacting with Others; Developmental Stages in Decision Making

TITLE: ***Solving Problems, Making Decisions: Practical Skills and Strategies***

DATE: 1987

AUTHOR: Bunnell, Steve

AVAILABILITY: J. Weston Walch
P.O. Box 658
Portland, ME 04104-0658
(800) 341-6094

CHARACTERISTICS: Objectives; Practice/Hands-on Activities

CONTENT: These ready-to-use masters teach problem-solving and decision-making skills through 25 high-interest case studies that focus on everyday problems facing teens. The first master for each case study presents a problem situation and guides students through skillful analysis of the problem. The second master provides skill exercises for solving the problem, as well as follow-up activities. The sequentially based exercises are grouped in five thematic sections: (1) Approaching Problems; (2) Getting Started; (3) Problem Solving in Process; (4) Overcoming Obstacles; and (5) Deciding on a Solution.

FORMAT/COST: Transparencies/Masters, 50, $20.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Planning and Decision Skills

TITLE: ***STEP Guidelines Developed to Assist the Lower-Level Reader Attain Pre-Employment Youth Core Competencies as a Supplement to the Pre-Employment/Work Maturity Youth Competency System***

DATE: Rev. ed., 1989

AUTHOR: Gainous, Fred; Northcutt, James N.

AVAILABILITY: Alabama State Department of Education
Department of Postsecondary Education
Skills Training and Education Program
P.O. Box 4839
Montgomery, AL 36103-4839
(205)242-5852

CHARACTERISTICS: Competency-Based; Self-Paced/Individualized; Pretest/Posttest Materials; References; Performance Checklist

CONTENT: Contains competencies and task lists for pre-employment/work maturity for lower-level readers. Each core competency statement has been written to encompass the sum total of a series of statements that reflect the basic knowledge and skills that a trainee must attain in order to become competent. Each module has a series of related learning activities.

FORMAT/COST: Answer Booklet, 10 pp.; Evaluation Instrument, 10 pp.; Modules/LAP (5), 141 pp.

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Developmental Stages in Decision Making; Planning and Decision Skills

NOTE: These materials are designed for students who read at a fourth- to seventh-grade level.

TITLE: ***STEP Guidelines for Pre-Employment/Work Maturity Youth Competency System***

DATE: Rev. ed., 1988

AUTHOR: Gainous, Fred; Northcutt, James N.

AVAILABILITY: Alabama State Department of Education
Department of Postsecondary Education
Skills Training and Education Program
P.O. Box 4839
Montgomery, AL 36103-4839
(205) 242-5852

CHARACTERISTICS: Competency-Based; Instructor Record Sheet(s); Objectives; Pretest/Posttest Material(s); References; Performance Checklist

CONTENT: Consists of five modules, each based on a separate competency divided into two or more tasks. Module 1: Career Decision Making; Module 2: Labor Market Information; Module 3: Preparing Resumes; Module 4: Job Applications; and Module 5: Interviewing.

FORMAT/COST: Answer Booklet, 8 pp., Evaluation Instrument, 12 pp., Modules/LAP (5), 71 pp., free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Self- and Career Awareness; Career Orientation and Exploration

COMPETENCY AREA: Developmental Stages in Decision Making; Planning and Decision Skills

NOTE: For students who read at a seventh-grade level or above.

TITLE: ***Surviving on the Job***

DATE: 2nd ed., 1991

AUTHOR: Como, Jay

AVAILABILITY: Glencoe Publishing Company
15319 Chatsworth Street
Mission Hills, CA 91395-9509
(800) 334-7344

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Addresses the following job-survival subjects: adjusting to work situations; using basic math, speaking, and writing skills; being neat and clean; being dependable; following instructions; following safety regulations; getting along with others; giving an honest day's work; getting specialized training; knowing how to use materials and equipment; knowing operating procedures; locating information; being loyal to your organization; maintaining good health; making independent decisions; managing time and materials effectively; organizing the work activities of others; being punctual; understanding written information; using initiative and imagination; and working as a team member.

FORMAT/COST: Study Guide/Workbook, 182 pp., $12.64; Teacher Guide, 54 pp., $13.96

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Transferable Skills: An Administrator's Guide***

SERIES: **Competency-Based Vocational Education Administrator Module**

DATE: 1989

DEVELOPER: National Center for Research in Vocational Education

AVAILABILITY: American Association for Vocational Instructional Materials (AAVIM)
745 Gaines School Road
Athens, GA 30605
(800) 228-4689

CHARACTERISTICS: References

CONTENT: Discusses transferable skills, and the administrator's role in facilitating the implementation and development of these skills. Presents examples of transferable skills, and discusses instructional strategies that can be employed to teach them. Provides student activities in the areas of problem solving, interpersonal skills, computation, and communication.

FORMAT/COST: Guide, 82 pp., $10

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development; Professional Career Education Materials

COMPETENCY AREA: Jobs and Needs of Society

NOTE: This item is one in a series of materials that deals with competency-based administrator education. For other items in the series which are beyond the scope of this guide, contact the above-referenced source of availability.

TITLE: ***VGM's Careers Checklist: 89 Proven Checklists to Help You Plan Your Career and Get Great Jobs***

DATE: 1991

AUTHOR: Hirsch, Arlene S.

AVAILABILITY: VGM Career Horizons
NTC Publishing Group
4255 W Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Chapter titles are Charting Your Career Path, Resume and Cover Letter Smarts, Job-Search Strategies and Techniques, Successful Interviews, Changing Careers, and Checking Your Progress.

FORMAT/COST: Study Guide/Workbook, 250 pp., $9.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others; Career Information; Planning and Decision Skills; Life Roles and Careers

TITLE: ***VGM's Careers Encyclopedia***

DATE: 1988

AUTHOR: Norback, Craig T., ed.

AVAILABILITY: VGM Career Horizons
NTC Publishing Group
4255 W Touhy Avenue
Lincolnwood, IL 60646-1975
(800) 323-4900

CHARACTERISTICS: Index

CONTENT: Contains job information for more than 180 occupations. Each entry contains the following information: overview of the job; places of employment and working conditions; qualifications, education, and training; potential and advancement; income; and additional sources of information.

FORMAT/COST: Reference Material, 484 pp., $29.95

AUDIENCE: Counselors; Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Professional Career Education Materials

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

SERIES: **The Video Guide to Interviewing**

TITLE: ***The Four Stages of Interviewing Interview Preparation Handling Difficult Questions***

DATE: 1986

AVAILABILITY: Cambridge Career Products
P.O. Box 2153
Charleston, WV 25328-2153
(800) 468-4227

CHARACTERISTICS: Self-Contained, Illustration/Graphics, Objectives, Self-Concept

CONTENT: This group of video programs teaches students the stages of interviewing, how to be prepared to deal with issues and questions at each stage, how to prepare before going to an interview, how to reduce stress and make a good impression, how to tactfully answer illegal questions, how to research a job, how to verbalize job skills, and how to effectively communicate abilities.

FORMAT/COST: Videotape (3), 30 min. each, 1/2 in. VHS, $98 each, $275 for the set; Manual, 22 pp., free with purchase of videotapes

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Positive Self-Concept; Interacting with Others

SERIES: **Vocabulary for the World of Work**

TITLE: ***Book 1: Basic Job Words***

Book 2: Everyday Office and Business Words

DATE: 1989–1990

AUTHOR: Mosenfelder, Donn

AVAILABILITY: Educational Design
47 W 13th Street
New York, NY 10011
(800) 221-9372

CHARACTERISTICS: Self-Paced/Individualized, Practice/Hands-on Activities

CONTENT: Book 1 contains vocabulary-building activities in the following areas: Getting a Job; Kinds of Jobs; Types of Businesses; Office Workers, Sales People and Computer Jobs; Manufacturing and Construction; Printing, Electronics and Plastics—Three Basic Industries; Unions; and Pay, Taxes, and Insurance. Book 2 provides vocabulary-building activities in the following areas: Job Communication Skills; General Office Vocabulary; Billing Terms; Shipping and Receiving Terms; Marketing and Sales Vocabulary; Basic Computer Vocabulary; Job Legal Terms; and Corporate Matters and Money Matters.

FORMAT/COST: Study Guide/Workbooks, 95–96 pp. each, $6.55 each.; Teacher Guides, 2–4 pp. each, free with study guide

AUDIENCE: Students; Teachers/Trainers

EXCEPTIONALITIES: Learning Disabled; ESL

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Jobs and Needs of Society

TITLE: ***Vocational Biographies: Series Q-U***

SERIES: **Career Library**

DATE: 1987–1991

AUTHOR: Meyer, Jone, ed.

AVAILABILITY: Vocational Biographies
P. O. Box 31
Sauk Center, MN 56378-0031
(800) 255-0752

CHARACTERISTICS: Illustration/Graphics; Index

CONTENT: Presents personal career biographies of over 800 individuals. Each letter of the series consists of seven volumes. Each volume contains career stories that follow a person from high school to their current job. The career story provides information about the following: Education (tells what training is needed), Work Experience (tells about previous jobs), Current Job (tells what it is like to spend a day at the job), Lifestyle (tells about the person's life off the job), and Future Outlook and Goals (tells about career advancement). A section called Data File serves as a quick reference chart for information on salary, education and training requirements, working conditions, basic duties, personal characteristics needed, preparing for the career, and sources of additional information.

FORMAT/COST: Reference Material, 100–104 pp., each, $162.50–$186.50 each, $650 (Series Q-T), $769 Library/Subscription Service Combination (includes current series U, 1991)

AUDIENCE: Students, Teachers/Trainers, Counselors

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

NOTE: Publisher's suggested reading level: grade 7–adult

SERIES: **Vocational Interviewing**

TITLE: ***Getting Ready for the Interview***

Succeeding in Your Interview

DATE: 1988

AVAILABILITY: Cambridge Career Products
P.O. Box 2153 Dept. DC2
Charleston, WV 25328-2153
(800) 468-4227

CHARACTERISTICS: Objectives

CONTENT: Encourages students to learn about the dynamics, psychology, and phases of the interview process. Recommends taking an active approach to interviewing by learning about the industry, company, and job for which they will be interviewing; learning the types of questions they will be asked; being prepared with good answers; and learning about their own skills and experiences so they can communicate and sell themselves effectively. Shows examples of successful and unsuccessful interviews.

FORMAT/COST: Manual, 25 pp.; Videotapes (2), 30 min. each, 1/2 in. VHS; $98

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

TITLE: ***Vocational Research Interest Inventory***

DATE: 1985

AUTHOR: Dansky, Howard; Harris, Jeffrey

PUBLISHER: Vocational Research Institute

AVAILABILITY: InterACTIVE RESOURCES
P.O. Box 80
Ft. Lauderdale, FL 33302-0080
(305) 522-1881

CHARACTERISTICS: Self-Paced/Individualized, Self-Contained

CONTENT: 162-item instrument that assesses interests in the Department of Labor's Interest Areas via a like/dislike/don't know format. Can be used with the Guide to Occupational Exploration (GOE) and the Dictionary of Occupational Titles (DOT).

FORMAT/COST: Answer Booklet, 6 pp., $17.25 for set of 25. Computer Software, 1 disk, $295. Evaluation Instrument, 35 pp., $12.50. Manual, 35 pp., $12.50

SYS REQ: Apple II Family (64k), 5 1/4 in. or 3 1/2 in.; IBM (256k), 5 1/4 in. or 3 1/2 in.

AUDIENCE: Special-Needs Students, Students

EXCEPTIONALITIES: Learning Disabled, Hearing Impaired, Physically Impaired, Speech and Language Impaired, ESL

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness, Personal Assessment/Technological Literacy, Career Orientation and Exploration

COMPETENCY AREA: Positive Self-Concept, Developmental Stages in Decision Making, Career Information, Planning and Decision Skills, Life Roles and Careers

NOTE: Publisher's estimated reading level, grade 4. Also available in print version. Package of 25 test booklets, $12.50, manual, $12. Print version also available in Spanish.

TITLE: ***Vocational TRANSIT***

DATE: 1989

AUTHOR: Dansky, Howard; Harris, Jeffrey; Konefsky, Mary Beth; Slotkin, Lisa

DEVELOPER: Jewish Employment and Vocational Service

PUBLISHER: Vocational Research Institute

AVAILABILITY: InterACTIVE RESOURCES
P.O. Box 80
Ft. Lauderdale, FL 33302-0080
(305) 522-1881

CHARACTERISTICS: Competency-Based, Self-Contained, Instructor Record Sheet, Objectives, Practice/Hands-on Activities, Practice Test, Student Progress Charts, References, Performance Checklist

CONTENT: A microcomputer-controlled aptitude assessment for students with IQs under 80. The kit consists of hands-on materials that the testee manipulates. The computer program interprets the motor coordination, manual dexterity, finger dexterity, and form perception of the testee from the way in which he or she is able to manipulate materials. The computer program then prints out or stores on disk a report that lists the following information about the testee: training potential, aptitude scores, facilitated form perception (a form perception trial is given, intervention activities are done, and a follow-up trial is given), performance analysis, behavioral analysis, physical capacities, environmental tolerances, and vocational recommendations. Report formats may be customized to print out or store different kinds of information or standard information in a different arrangement.

FORMAT/COST: Computer Software, 3 disks; Manual, 200 pp.; Multimedia Kit, $5850

SYS REQ: IBM Family (640k), 5 1/4 in. or 3 1/2 in.

AUDIENCE: Students, Special-Needs Students

EXCEPTIONALITIES: Learning Disabled, Hearing Impaired, Physically Impaired, Speech and Language Impaired, TMH, EMH

GRADE LEVEL: Middle School (6–8), Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Self- and Career Awareness, Personal Assessment/Technological Literacy

COMPETENCY AREA: Positive Self-Concept, Developmental Stages in Decision Making, Achievement and Career Opportunities, Career Information

TITLE: ***Vocations U.S.A. I and II***

DATE: 1987

AVAILABILITY: Info-Disc Corporation
4 Professional Drive, Suite 134
Gaithersburg, MD 20879
(301) 948-2300

CHARACTERISTICS: Self-Paced/Individualized, Illustration/Graphics

CONTENT: Puts the viewer "on the job," giving him or her information on nonbaccalaureate-degree careers in the areas of transportation, health services, mechanical/technical/manufacturing trades, business, construction, communications, agriculture, and personnel services. Each career is cross-referenced to the Dictionary of Occupational Titles, the Standard Occupational Classification Manual, and the Occupational Outlook Handbook. An overview of each career is given, along with information on job outlook, salary ranges, and educational/vocational requirements. Vocations U.S.A. I lists 40 careers; Vocations U.S.A. II lists 80 careers.

FORMAT/COST: Level I Interactive Videodiscs, 8 discs (4 per set); User's Guides (2), 1–52 pp.; $1000–1150 each

SYS REQ: Compatible with any Level I videodisc player

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12), Postsecondary/Adult

BLUEPRINT LEVEL: Career Orientation and Exploration, Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities, Career Information

TITLE: ***What Color is Your Parachute?: A Practical Manual for Job-Hunters and Career Changers***

DATE: Rev. ed., 1991

AUTHOR: Bolles, Richard N.

AVAILABILITY: Ten Speed Press
P.O. Box 7123
Berkeley, CA 94707
(800) 841-2665

CHARACTERISTICS: Illustration/Graphics; Index; References

CONTENT: Chapter titles include: A Job Hunting We Will Go, Rejection Shock, You Can Do It! (job hunting tips), What Skills Do You Most Enjoy Using?, and How Do You Find the Person Who Has the Power to Hire You? Appendices include: How to Create a Picture of Your Ideal Job or Next Career, Special Problems in the Job Hunt: Books and Additional Comments by the Author, If You're Looking for a Career Counselor to Help You, Job-Hunting Tips for People with Disabilities, and How to Find Your Mission in Life.

FORMAT/COST: Manual, 425 pp., $11.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Planning and Decision Skills

TITLE: ***Who's Hiring Who: How to Find That Job Fast***

DATE: 12th ed., 1989

AUTHOR: Lathrop, Richard

AVAILABILITY: Ten Speed Press
P.O. Box 7123
Berkeley, CA 94707
(800) 841-2665

CHARACTERISTICS: Illustration/Graphics; Index

CONTENT: Chapters include: Scouting the Job Market, Suppose You Have "Nothing to Offer", Explore Yourself for the Right Job, Your Qualifications Brief—Prepare It with Care, Make the Most of Your Military Experience, Write a Letter that Demands Attention, All of Your Contacts Will Help; For a Major Payoff—Prepare for Interviews, You are Entitled to Top Pay for Your Talents, Double Your Pay with Your Present Employer, Make Wise Use of Professional Help, and Who's Hiring Who.

FORMAT/COST: Guide, 266 pp., $9.95

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Achievement and Career Opportunities; Career Information

TITLE: ***Work Behavior Skills Kit***

DATE: 1990

PUBLISHER: EBSCO Curriculum Materials

AVAILABILITY: Piney Mountain Press
P.O. Box 333
Cleveland, GA 30528
(800) 255-3127

CHARACTERISTICS: Illustration/Graphics; Pretest/Posttest Materials; Performance Checklist

CONTENT: This work behavior kit is designed to help students gain greater self-confidence in their abilities, learn to recognize both potential and real problems, and develop self-confidence and self-guidance through step-by-step training. The kit provides a structured approach to job-related training. Thirty-four work behaviors are grouped into three categories on each student folder: social, work related, and job specific. The behaviors are ranked according to a numerical scoring system. There is an instructional card for each behavior that includes methods, procedures, and resources. Posters provide visual aid.

FORMAT/COST: Multimedia Kit, (includes 50 folders, 12 color posters, instructor's guide, 34 instructional cards), $225

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Secondary Education (9–12)

BLUEPRINT LEVEL: Self- and Career Awareness

COMPETENCY AREA: Interacting with Others

SERIES: **Work Force Literacy Skills**

TITLE: ***Jobs 2000, Books 1 and 2***

DATE: 1990

AUTHOR: Margulies, Stuart

AVAILABILITY: Educational Design
47 W 13 Street
New York, NY 10011
(800) 221-9372

CHARACTERISTICS: Self-Paced/Individualized; Illustration/Graphics

CONTENT: Contains reading, writing, and listening skill activities designed to prepare students for the modern world of work. Topics covered include: following directions; interpreting rules and regulations; classifying information for coding, writing notes, memos, and reports; working with diagrams, tables, and maps; reading instruction manuals; and interviewing skills for getting a job.

FORMAT/COST: Study Guide/Workbooks, 80–112 pp. each, $6.55 each; Teacher Guide, 2 pp. each, free with study guide

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Middle School (6–8); Secondary Education (9–12); Postsecondary/Adult

BLUEPRINT LEVEL: Personal Assessment/Technological Literacy; Career Orientation and Exploration; Academic and Specialized Skill Development

COMPETENCY AREA: Career Information; Jobs and Needs of Society

NOTE: Publisher's estimated reading level: grades 5–8

TITLE: ***The World of Work: Job Application File***

DATE: 1990

AUTHOR: Kimbrell, Grady; Stryker, Sandy

AVAILABILITY: Glencoe Publishing Company
15319 Chatsworth Street
Mission Hills, CA 91345-9509
(800) 334-7344

CHARACTERISTICS: Illustration/Graphics; Practice/Hands-on Activities

CONTENT: Contains 11 blank job applications for a variety of jobs. Students complete the sample job applications and also do activities that teach letter- and resume-writing skills. A brief section on identifying job interests and abilities is included.

FORMAT/COST: Study Guide/Workbook, 60 pp., $3.99

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9-12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information, Planning and Decision Skills

TITLE: ***Writing for Results: A Resume Workbook***

DATE: 1990

AUTHOR: Brett, Pat

AVAILABILITY: Wadsworth Publishing Company
School Division
Corporate Marketing 2ED990
10 Davis Drive
Belmont, CA 94002
(800) 354-9706

CHARACTERISTICS: Self-Paced/Individualized, Practice/Hands-on Activities

CONTENT: Contains 51 exercises that help the user learn to craft effective resumes and letters. Also contains practical information concerning job listings, good words to use to make writing more expressive, and 15 complete sample resumes.

FORMAT/COST: Study Guide/Workbook, 160 pp., $13.50

AUDIENCE: Students

GRADE LEVEL: Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

SERIES: **You and Your New Job**

TITLE: ***Getting a Good Start***

You and Your Co-Workers

Working with Your Supervisor

DATE: 1986

AVAILABILITY: United Learning
6633 W Howard Street
Niles, IL 60648
(708) 647-0613

CHARACTERISTICS: Practice/Hands-on Activities

CONTENT: Discusses the employee's responsibility to understand what is required to succeed on the job. Uses short dramatizations to illustrate what is expected of an employee, how to get along with co-workers, and how to relate and communicate with supervisors. The teacher's guide provides activities to accompany each of the programs.

FORMAT/COST: Teacher Guide, 13 pp.; Videotapes (3), 11-14 min. each, 1/2 in. VHS, $259 a set, $98 each

AUDIENCE: Student, Teachers/Trainers

GRADE LEVEL: Secondary Education (9-12)

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Interacting with Others, Jobs and Needs of Society

TITLE: ***Your Resume: A Self Portrait***

DATE: 1987

AVAILABILITY: Cambridge Career Products
P.O. Box 2153 Dept. DC2
Charleston, WV 25328-2153
(800) 468-4227

CHARACTERISTICS: References

CONTENT: Provides specific instructions for creating an effective resume. Explores the major sections of a resume including: heading, job objective, work experience, educational history, military service, and references. Discusses format and content of cover letters. Sample resumes and cover letters are included in the manual.

FORMAT/COST: Manual, 26 pp.; Videotape, 30 min., 1/2 in. VHS, $98

AUDIENCE: Students

GRADE LEVEL: Secondary Education (9-12)
Postsecondary/Adult

BLUEPRINT LEVEL: Academic and Specialized Skill Development

COMPETENCY AREA: Career Information

Indexes

Key to Format Codes

A = Audiocassette
K = Multimedia Kit
P = Print Material
S = Computer Software
T = Transparency
V = Videocassette

INDEX BY SERIES

The following series titles are listed alphabetically in the body of the *Resource Guide*. Individual components within the series are listed under their series titles.

Adkins Life Skills Program: Career Development Series

Applied Communication

Attributes for Successful Employability: An Interactive Videodisc Instructional Series

Career Dimensions

Career Planning Guidebook

Choices Today . . . For Career Satisfaction Tomorrow

The Employee Advantage

Encyclopedia of Careers and Vocational Guidance

Expanding Work Opportunities

Job Attitudes

Living Skills

Math for Successful Living

Pathways to Your Future

React

Reading in the Workplace

Social Interaction and Decision Making

The Video Guide to Interviewing

Vocabulary for the World of Work

Vocational Interviewing

Work Force Literacy Skills

You and Your New Job

INDEX BY BLUEPRINT LEVEL

Academic and Specialized Skill Development

Adkins Life Skills Programs: Career Development series V P
Applied Communication P V
Applied Mathematics P V
Attributes for Successful Employability: An Interactive Videodisc Instructional Series S P
Better Reading for Better Jobs P
Career Planning Guide P
Career Quest S P
Career Skit Kit P
Career Targets P
Challenges: A Young Man's Journal for Self-Awareness and Personal Planning P
Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning P
Choices Today . . . For Career Satisfaction Tomorrow P V
COIN Career Guidance Program S
College Major and Vocational Program Selector P
Computerized Career Assessment and Planning Program S P
The Damn Good Resume Guide P
Decision Making P S
Directing Your Successful Job Search P V
Discover the Career within You P
Dropping Out or Hanging In: What You Should Know before Dropping Out of School P
Dynamics of Work P
Encyclopedia of Careers and Vocational Guidance P
Entering the World of Work P
Expanding Work Opportunities P
How to Improve Your Study Skills P
How to Prepare for College P
How to Write a Winning Resume P
How to Write for Everyday Living C
Interviewing for a Job V
Job Attitudes V
Job Search Education P
Job Survival Skills P
Jungle Survival Guide II P
Letter of Application and Resume: Using a Microcomputer P
Life Skills: Attitudes on the Job P
Life Skills: Me and Jobs P
Making It on Your First Job P V
Math for Everyday Living C
Math: For the World of Work P
The 1991 Guide to Career and Education Planning P
Occupational Outlook Handbook P
Pathways: A Job Search Curriculum P
Principles of Technology P V
RAVE: Realistic Assessment of Vocational Experiences S P
React A
Reading in the Workplace C
Reasoning Skills on the Job S P
Section 1: Introduction to Occupational and Employability Skills Basic Vocational Education P
Solving Problems, Making Decisions: Practical Skills and Strategies T
Surviving on the Job P
Transferable Skills: An Administrator's Guide P
VGM's Careers Checklist: 89 Proven Checklists to Help You Plan Your Career and Get Great Jobs P
The Video Guide to Interviewing P V
Vocational Biographies P
Vocations U.S.A. I and II S P
What Color is Your Parachute?: A Practical Manual for Job-Hunters and Career Changers P
Who's Hiring Who: How to Find That Job Fast P
Work Force Literacy Skills P
The World of Work: Job Application File P
Writing for Results: A Resume Workbook P
You and Your New Job V P
Your Resume: A Self Portrait P V

Career Orientation and Exploration

Adkins Life Skills Program: Career Development Series V P
Better Jobs: Using the OOH V

Career Cruiser	P
Career Skit Kit	P
Career Targets	P
Challenges: A Young Man's Journal for Self-Awareness and Personal Planning	P
Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning	P
COIN Career Guidance Program	S
College Major and Vocational Program Selector	P
Computerized Career Assessment and Planning Program	S P
The Computerized D.O.T. Plus	S
Decision Making	P S
Decision-Making Skill Book	P
Entering the World of Work	P
Expanding Work Opportunities	P
How to Get and Get Ahead on Your First Job	P
Insights: A Self and Career Awareness Program for the Elementary Grades	P
Job Tips: Facts About Exciting Job Opportunities	P
Learning for Earning: Your Route to Success	P
Life Skills: Attitudes on the Job	P
Life Skills: Me and Jobs	P
Living Skills	P
Math: For the World of Work	P
Occupational Outlook on Computer (OOOC)	S
Pathways to Your Future	P S
RAVE: Realistic Assessment of Vocational Experiences	S P
Reasoning Skills on the Job	S P
Social Interaction and Decision Making	P V
STEP Guidelines for Pre-Employment/ Work Maturity Youth Competency System	P
VGM's Careers Encyclopedia	P
Vocational Biographies	P
Vocational Research Interest Inventory	P S
Vocations U.S.A. I and II	S P
Work Force Literacy Skills	P

Personal Assessment/Technological Literacy

Career Anchors: Discovering Your Real Values	P
Career Dimensions	P
Career Targets	P
The Computerized D.O.T. Plus	S
Creating Your Future: Guide to Personal Goal Setting	P
Decision-Making Skill Book	P
Expanding Work Opportunities	P
How to Get and Get Ahead on Your First Job	P
How to Write for Everyday Living	C
Math for Everyday Living	C
Living Skills	P
North Carolina Career Exploration Curriculum and Teacher Guide	P
Principles of Technology	P V
RAVE: Realistic Assessment of Vocational Experiences	S P
Social Interaction and Decision Making	P V
Vocabulary for the World of Work	P
Vocational Research Interest Inventory	P S
Vocational TRANSIT	K
Work Force Literacy Skills	P

Professional Career Education Materials

Career Anchors: Discovering Your Real Values	P
Career Dimensions	P
Career Mini-Lessons for the Classroom	P
Counseling Software Guide: A Resource for the Guidance and Human Development Professions	P
Developing Positive Worker Behaviors in Vocational and Technical Students	P
First Jobs: Young Workers in a Changing Economy	P
A Guide for Career Development Practitioners: Up Is Not the Only Way	P
Insights: A Self and Career Awareness Program for the Elementary Grades	P

INDEX BY STUDENT COMPETENCY

Achievement and Career Opportunities

Applied Mathematics P V
Career Skit Kit P
Career Targets P
COIN Career Guidance Program S
College Major and Vocational Program Selector P
Computerized Career Assessment and Planning Program S P
The Computerized D.O.T. Plus S
Discover the Career within You P
Entering the World of Work P
Insights: A Self and Career Awareness Program for the Elementary Grades P
Job Search Education P
Job Survival Skills P
Learning for Earning: Your Route to Success P
Life Skills: Attitudes on the Job P
Living Skills P
North Carolina Career Exploration Curriculum and Teacher Guide P
Occupational Outlook on Computer (OOOC) S
Pathways to Your Future P S
RAVE: Realistic Assessment of Vocational Experiences S P
Reasoning Skills on the Job S P
VGM's Careers Encyclopedia P
Vocational Biographies P
Vocational TRANSIT K
Vocations U.S.A. I and II S P
Who's Hiring Who: How to Find That Job Fast P

Career Information

Adkins Life Skills Program: Career Development Series V P
Applied Communication P V
Applied Mathematics P V
Attributes for Successful Employability: An Interactive Videodisc Instructional Series S P
Better Jobs: Using the OOH V
Better Reading for Better Jobs P
Career Cruiser P
Career Planning Guide P
Career Quest S P
Career Skit Kit P
Career Targets P
Choices Today . . . For Career Satisfaction Tomorrow P V
COIN Career Guidance Program S
College Major and Vocational Program Selector P
Computerized Career Assessment and Planning Program S P
The Computerized D.O.T. Plus S
Counseling Software Guide: A Resource for the Guidance and Human Development Professions P
Directing Your Successful Job Search P V
Discover the Career within You P
Dynamics of Work P
Encyclopedia of Careers and Vocational Guidance P
Entering the World of Work P
Expanding Work Opportunities P
How to Get the Job You Want Overseas P
How to Write a Winning Resume P
I Need a Job! Straight Talk About Working P
Insights: A Self and Career Awareness Program for the Elementary Grades P
Job Attitudes V
Job Search Education P
Job Tips: Facts About Exciting Job Opportunities P
Jungle Survival Guide II P
Life Skills: Me and Jobs P
Making it on Your First Job P V
Math for Successful Living S P
The 1991 Guide to Career and Education Planning P
Occupational Outlook Handbook P
Occupational Outlook on Computer (OOOC) S
Pathways: A Job Search Curriculum P
Pathways to Your Future P S
Principles of Technology P V

RAVE: Realistic Assessment of Vocational Experiences S P
Reasoning Skills on the Job S P
Section 1: Introduction to Occupational and Employability Skills P
Surviving on the Job P
VGM's Careers Checklist: 89 Proven Checklists to Help You Plan Your Career and Get Great Jobs P
VGM's Careers Encyclopedia P
Vocabulary for the World of Work P
Vocational Biographies P
Vocational Interviewing P V
Vocational Research Interest Inventory P S
Vocational TRANSIT K
Vocations U.S.A. I and II S P
What Color is Your Parachute?: A Practical Manual for Job-Hunters and Career Changers P
Who's Hiring Who: How to Find That Job Fast P
Work Force Literacy Skills P
The World of Work: Job Application File P
Writing for Results: A Resume Workbook P
Your Resume: A Self Portrait P V

Developmental Stages in Decision Making

Challenges: A Young Man's Journal for Self-Awareness and Personal Planning P
Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning P
Choices Today . . . For Career Satisfaction Tomorrow P V
College Major and Vocational Program Selector P
The Computerized D.O.T. Plus S
Decision Making S P
Decision-Making Skill Book P
Discover the Career within You P
Dropping Out or Hanging In: What You Should Know before Dropping Out of School P
How to Get and Get Ahead on Your First Job P
How to Prepare for College P
Insights: A Self and Career Awareness Program for the Elementary Grades P
Learning for Earning: Your Route to Success P
Living Skills P
RAVE: Realistic Assessment of Vocational Experiences S P
React A
Section 1: Introduction to Occupational and Employability Skills P
Social Interaction and Decision Making P V
STEP Guidelines Developed to Assist the Lower-Level Reader Attain Pre-Employment Youth Core Competencies as a Supplement to the Pre-Employment/Work Maturity Youth Competency System P
STEP Guidelines for Pre-Employment/Work Maturity Youth Competency System P
Vocational Research Interest Inventory P S
Vocational TRANSIT K

Interacting with Others

Applied Communication P V
Attributes for Successful Employability: An Interactive Videodisc Instructional Series S P
Counseling Software Guide: A Resource for the Guidance and Human Development Professions P
Decision-Making Skill Book P
Dynamics of Work P
The Employee Advantage P V
Entering the World of Work P
Expanding Work Opportunities P
How to Get and Get Ahead on Your First Job P
Insights: A Self and Career Awareness Program for the Elementary Grades P
Interviewing for a Job V
Job Attitudes V
Job Search Education P
Job Survival Skills P
Learning for Earning: Your Route to Success P
Life Skills: Me and Jobs P
North Carolina Career Exploration Curriculum and Teacher Guide P
Pathways: A Job Search Curriculum P
Social Interaction and Decision Making P V

VGM's Careers Checklist: 89 Proven Checklists to Help You Plan Your Career and Get Great Jobs P
The Video Guide to Interviewing P V
Work Behavior Skills Kit P
You and Your New Job V P

Jobs and Needs of Society

Dynamics of Work P
How to Write for Everyday Living P S
Insights: A Self and Career Awareness Program for the Elementary Grades P
Math for Everyday Living P S
Math: For the World of Work P
Occupational Outlook Handbook P
Principles of Technology P V
Reading in the Workplace P S
Transferable Skills: An Administrator's Guide P
Vocabulary for the World of Work P
Work Force Literacy Skills P
You and Your New Job V P

Life Roles and Careers

Career Cruiser P
Career Dimensions P
Career Targets P
Challenges: A Young Man's Journal for Self-Awareness and Personal Planning P
Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning P
Choices Today . . . For Career Satisfaction Tomorrow P V
Counseling Software Guide: A Resource for the Guidance and Human Development Professions P
Creating Your Future: Guide to Personal Goal Setting P
Creating Your Future: Guide to Personal Goal Setting (Rev. ed., 1988) P
Discover the Career within You P
Dropping Out or Hanging In: What You Should Know before Dropping Out of School P
Dynamics of Work P
Insights: A Self and Career Awareness Program for the Elementary Grades P
RAVE: Realistic Assessment of Vocational Experiences S P
VGM's Careers Checklist: 89 Proven Checklists to Help You Plan Your Career and Get Great Jobs P
Vocational Research Interest Inventory P S

Planning and Decision Skills

Adkins Life Skills Program: Career Development Series V P
Attributes for Successful Employability: An Interactive Videodisc Instructional Series S P
Better Jobs: Using the OOH V
Better Reading for Better Jobs P
Career Cruiser P
Career Dimensions P
Career Planning Guide P
Career Skit Kit P
Career Targets P
Challenges: A Young Man's Journal for Self-Awareness and Personal Planning P
Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning P
Choices Today . . . For Career Satisfaction Tomorrow P V
Computerized Career Assessment and Planning Program S P
Counseling Software Guide: A Resource for the Guidance and Human Development Professions P
The Damn Good Resume Guide P
Decision Making S P
Discover the Career within You P
Dropping Out or Hanging In: What You Should Know before Dropping Out of School P
Dynamics of Work P
Encyclopedia of Careers and Vocational Guidance P
Entering the World of Work P
Expanding Work Opportunities P
How to Get and Get Ahead on Your First Job P
How to Improve Your Study Skills P
How to Prepare for College P
How to Write a Winning Resume P

Insights: A Self and Career Awareness Program for the Elementary Grades P

Job Search Education P

Learning for Earning: Your Route to Success P

Letter of Application and Resume: Using a Microcomputer P

Math for Successful Living S P

Math: For the World of Work P

The 1991 Guide to Career and Education Planning P

North Carolina Career Exploration Curriculum and Teacher Guide P

Occupational Outlook on Computer (OOOC) S

Pathways: A Job Search Curriculum P

Pathways to Your Future P S

RAVE: Realistic Assessment of Vocational Experiences S P

Section 1: Introduction to Occupational and Employability Skills P

Solving Problems, Making Decisions: Practical Skills and Strategies T

STEP Guidelines Developed to Assist the Lower-Level Reader Attain Pre-Employment Youth Core Competencies as a Supplement to the Pre-Employment/Work Maturity Youth Competency System P

STEP Guidelines for Pre-Employment/ Work Maturity Youth Competency System P

VGM's Careers Checklist: 89 Proven Checklists to Help You Plan Your Career and Get Great Jobs P

Vocational Research Interest Inventory P S

What Color is Your Parachute?: A Practical Manual for Job-Hunters and Career Changers P

The World of Work: Job Application File P

Positive Self-Concept

Career Cruiser P

Career Dimensions P

Challenges: A Young Man's Journal for Self-Awareness and Personal Planning P

Choices: A Teen Woman's Journal for Self-Awareness and Personal Planning P

Choices Today . . . For Career Satisfaction Tomorrow P V

Counseling Software Guide: A Resource for the Guidance and Human Development Professions P

Dynamics of Work P

How to Get and Get Ahead on Your First Job P

Insights: A Self and Career Awareness Program for the Elementary Grades P

Interviewing for a Job V

Job Tips: Facts About Exciting Job Opportunities P

Learning for Earning: Your Route to Success P

Life Skills: Me and Jobs P

North Carolina Career Exploration Curriculum and Teacher Guide P

Pathways: A Job Search Curriculum P

Pathways to Your Future P S

RAVE: Realistic Assessment of Vocational Experiences S P

The Video Guide to Interviewing P V

Vocational Research Interest Inventory P S

Vocational TRANSIT K

INDEX BY EXCEPTIONALITY

EMH

The Computerized D.O.T. Plus S
Job Attitudes V
RAVE: Realistic Assessment of Vocational Experiences S P
Vocational TRANSIT K

Emotionally Handicapped

The Computerized D.O.T. Plus S
RAVE: Realistic Assessment of Vocational Experiences S P

ESL

The Computerized D.O.T. Plus S
Decision Making S P
How to Write for Everyday Living P S
Pathways: A Job Search Curriculum P
RAVE: Realistic Assessment of Vocational Experiences S P
Vocabulary for the World of Work P
Vocational Research Interest Inventory P S

Hearing Impaired

The Computerized D.O.T. Plus S
RAVE: Realistic Assessment of Vocational Experiences S P
Vocational Research Interest Inventory P S
Vocational TRANSIT K

Learning Disabled

The Computerized D.O.T. Plus S
Entering the World of Work P
How to Write for Everyday Living P S
I Need a Job! Straight Talk About Working P
Job Attitudes V
Job Tips: Facts About Exciting Job Opportunities P
Math for Everyday Living P S
RAVE: Realistic Assessment of Vocational Experiences S P
Reading in the Workplace P S
STEP Guidelines Developed to Assist the Lower-Level Reader Attain Pre-Employment Youth Core Competencies as a Supplement to the Pre-Employment/Work Maturity Youth Competency System P
Vocabulary for the World of Work P
Vocational Research Interest Inventory P S
Vocational TRANSIT K

Physically Impaired

The Computerized D.O.T. Plus S
Job Attitudes V
RAVE: Realistic Assessment of Vocational Experiences S P
Vocational Research Interest Inventory P S
Vocational TRANSIT K

Speech and Language Impaired

The Computerized D.O.T. Plus S
Job Attitudes V
RAVE: Realistic Assessment of Vocational Experiences S P
Vocational Research Interest Inventory P S
Vocational TRANSIT K

TMH

The Computerized D.O.T. Plus S
RAVE: Realistic Assessment of Vocational Experiences S P
Vocational TRANSIT K

Vision Impaired

The Computerized D.O.T. Plus S
RAVE: Realistic Assessment of Vocational Experiences S P

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